



Risk Management Checklist

Market Name: _____

Market Location: _____

Date: _____ Evaluator: _____

	Yes	No	Needs Improvement	N/A
Market Area				
Market Entrances are clearly marked.				
Market limits are clearly defined and segregated from vehicle traffic.				
There are sufficiently wide, unobstructed aisles to accommodate customer traffic.				
Vegetation, including tree branches and shrubs are not blocking sidewalks, parking and common areas.				
Market areas, including all walkways are free from debris.				
Walkways and vendor areas are in good repair, level, free from potholes and cracks that would create trip hazards.				
Electrical outlets are equipped with ground fault circuit interrupters.				
Changes in elevation (i.e. curbing) and surface edges are clearly marked with warning markings or signage.				
Market area is easily accessible to handicapped customers.				
Security officers are on patrol throughout market hours.				
Wet, icy or snowy areas should be clearly marked and/or barricaded from customer traffic until rectified.				
Pets, if allowed in the market, are leashed and under control.				
Market area is adequately lit.				
Waste receptacles are available to reduce garbage and debris that may accumulate.				
Parking Areas and Roadways				
All parking areas and roadways are free of potholes and other obstructions.				
Speed bumps are clearly marked.				
Pedestrian areas are segregated from vehicular traffic with adequate barriers and adequately marked.				

All parking areas and roadways are adequately lit.				
Roadways are clearly marked with stop signs, speed limits and directional signage, if one way.				
Handicapped parking is available and clearly marked.				
Vendor Areas				
Tents and canopies are tied down or weighted.				
Tables and displays are sturdy and able to hold the weight of product on display without threat of collapse.				
Tables and displays are in good repair, with no sharp edges, rough spots, exposed nails, etc. that may cause injury.				
Extension cords are either overhead or taped down.				
Extension cords are in good repair and properly rated for outdoor use.				
	Yes	No	Needs Improvement	N/A
Signs are secured.				
Display and work areas are neat, clean and free of debris, eliminating trip hazards.				
Vendor vehicle wheels are chocked to prevent movement.				
Vehicles are not leaking gas or other fluids.				
Food handling is done in a safe and hygienic manner, in accordance with all state and local Health Regulations.				
All appropriate licenses are obtained and current for products being sold.				
All vendors have current liability insurance, with market and property owner listed as an additional insured.				
Fire extinguishers on hand and properly charged if using electricity or open flame.				
All propane, helium or other gas tanks, are chained down.				
Emergency Preparedness				
Multiple entries and exits to allow for easy access for emergency responders and possible evacuations.				
Fire extinguisher at the market manager's booth.				
Fully stocked first aid kit at the market manager's booth.				
Market manager is trained in first aid, including CPR.				
An emergency preparedness plan is in place, coordinated with local authorities, conspicuously posted, and all employees well versed in carrying out the plan.				
Emergency barricades and cones are on hand in case of emergency.				
Fire lane is maintained for emergency responders.				
Market manager is continually scanning the market for potential risks.				
Market manager makes a regular inspection of vendor displays to ensure compliance with food safety regulations.				
Vendors and customers are continually updated on safety hazards, precautions and regulations.				

Market owned equipped and facilities are routinely inspected and maintained in proper working order.				
Miscellaneous				
Any areas under construction are barricaded, with appropriate warning signs, restricting customers, vendors and employees access to these areas.				
Precautions are taken to prevent falling ice and snow from any roof structures from injuring vendors and customers.				

Resources:

“A Guide to Managing Risks and Liability at California Certified Farmers Markets” Desmond Jolly and Chris Lewis, Small Farm Center, University of California, Davis.

Dave Wyman, Wyman Associates, Farm Family Insurance, Fayetteville, NY

