

While Crisis management deals with events that can impact the market, such as a weather event, criminal activity, automobile accidents, etc. a risk management plan involves the environment in which the market takes place. Risk management looks at things such as cracked sidewalks, trip hazards, tents blown away, etc. A good risk management plan will help you to mitigate those risks.

1. There are 4 key steps to a good risk management policy – identify the risks, asses those risks, control those risks and then review. Complete this chart that helps you to go through the first 3 of these steps. Step 4 could be a part of the responsibility. See example listed. Add rows as necessary.

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| **Potential Risk** | **Concern** | **Mitigations** | **Who is Responsible** |
| *Ex. Display tables* | *Toppling causing injury* | *Weekly review of vendor displays to ensure good repair* | *Manager to review all displays, vendors to maintain and repair* |
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1. Prepare a written policy that encapsulates and details each of your potential risks identified for your market. Your policy should also include your means of reviewing the policy, as well as your plans to share the policy with vendors, staff and anyone else you have assigned any responsibility.
2. Create a form to be used as an incident report to be used when any/all incidents that may occur. Your report should include:
   1. Person(s) involved
   2. Date, time and weather conditions
   3. Location of incident
   4. Description of the incident (facts only and no supposition) and response
   5. Name and contact information of witnesses
   6. Any other pertinent information
   7. Name, signature and position of person completing report

Please hand in your table above, written risk policy and your incident report for review.

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