

RISK ASSESSMENT & RISK MITIGATION PLAN

Event: Winter Marketland

Date: Saturday, November 25th, 2023

Location: Centennial College Marketplace

Duration: 11:00 am to 4:00 pm

November 24, 2023

Risks

Mitigation Strategies

6:45 pm – 7:00 pm: Staff Arrival & Preliminary Coordination

- Potential traffic or congestion during staff arrival
- Late arrival of staff.
- Miscommunication regarding meeting points.
- Lost or insufficient setup checklists.

- Designated entry and exit points to minimize congestion.
- Remind staff about punctuality through a message or call a day prior.
- Clearly communicate the designated meeting point with a map if possible.

7:00 pm – 8:30 pm: Physical Setup of Core Areas

- Tripping hazards from improperly placed furniture.
- Incorrect or damaged table/chair arrangement.
- Obstruction in movement paths.
- Information booth not visible to attendees.

- Ensure the floor plan is clearly understood; have backup tables/chairs.
 - Clearly mark pathways and frequently check for obstructions.
- Double-check the booth's location for visibility from multiple entry points

8:30 pm – 9:15 pm: Technical Setup & Audio-Visual Checks

- Malfunctioning AV equipment.
- Unsecured wiring leading to trip hazards.
- Feedback or interference during sound checks.

- Have backup AV equipment ready.
- Use tape or cable covers to secure wires.
- Have a technical expert on hand to quickly address any sound issues.

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9:15 pm – 10:00 pm: Aesthetic Touches & Ambiance Creation

- Potential fire hazard from décor materials.
- Inadequate or damaged decorations.
- Incorrect lighting causing either over-brightness or dimness.
- Music system not functioning properly.

- Use fire-resistant decorations and materials.
- Have backup decorations and a repair kit.
- Frequently check lighting and have backup bulbs or fixtures.
- Test the music system in advance and have an alternative music source.

10:00 pm – 10:30 pm: Guidance & Branding with Signage

- Poorly secured signs falling.
- Missing or incorrect signs.
- Branding not visible from all angles.
- Safety signs not clearly visible

- Ensure all signs are safely anchored.
- Double-check all signs for accuracy.
- Ensure branding banners are tall and clear from various angles.
- Use luminous paint or lights for emergency signs.

10:30 pm – 11:00 pm: Final Review & Problem Solving

- Oversight in setup leading to last-minute chaos.
- Inadequate time for problem-solving.
- Team leads missing potential issues.

- Ensure team leads are thorough and methodical during the review.
- Keep a buffer time after 11:00 pm for any unexpected issues.
- Encourage staff to voice concerns or potential risks they notice.

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General Risks

- First Aid and Medical: Accessible first aid kits and a trained first responder available
- Injuries during setup.
- Power outages.
- Unauthorized personnel accessing the setup area.
- Adverse weather conditions affecting event setups or attendees.

Mitigation Strategies

- Ensure first-aid kits are readily available and staff is aware of their location.
- Have a backup power source or generator on standby.
- Set up security checkpoints or barriers to restrict access to authorized personnel only. Monitor weather forecasts; have contingency plans, including tents or indoor alternatives.

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6:45 am – 7:00 am: Team Morning Brief

- Potential lack of clear communication causing disorder.
- Simultaneous tasks leading to crowding.

- Distribute clear role assignments and printed schedules.
- Appoint section heads for effective coordination.

7:00 am – 7:45 am: Re-evaluation and Food & Beverage Setup

- Food contamination.
- Vendor booth misallocations.

- Adhere to stringent sanitation practices.
- Conduct regular space audits to ensure correct vendor placement.

8:00 am – 8:30 am: Introduction Session for Volunteers

- Uncertainty among volunteers regarding their roles.
- Safety concerns due to uninformed volunteers.

- Conduct thorough training for volunteers.
- Share written safety guidelines followed by a feedback session.

8:30 am – 10:30 am: Vendors Check-in and Booth Setup

- Traffic issues during vendor entry.
- Booths set up incorrectly or incompletely.

- Use specific entry points and scheduled arrivals.
- Deploy help teams for efficient booth setups.

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10:30 am – 11:00 am: Venue & Materials Review

- Mislocated items leading to disarray.
- Shortage of event essentials.

- Carry out meticulous inventory checks.
- Store extra materials as a backup.

11:00 am – 3:30 pm: Event Activities

- Overpopulation causing safety concerns.
- Misunderstandings during event operations.

- Employ clear indicators and guides throughout the venue.
- Run dry rehearsals for activities before the event.

11:00 am: Start guessing contest

- Mismanagement of entries leading to potential disputes.
- Miscommunication of contest rules causing confusion.

- Have a dedicated team handle entries with a systematic process.
- Clearly communicate rules through printed material and announcements.

11:00 am: Open Room R-10 for craft activities for kids

- Overcrowding inside the room causing discomfort.
- Games leading to minor injuries.

- Control room entry and monitor capacity.
- Ensure games are age-appropriate and safe.

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11:00 am: Prepare Room R-06 for games and advertise in the Marketplace

- Overcrowding inside the room causing discomfort.
- Games leading to minor injuries.

- Control room entry and monitor capacity.
- Ensure games are age-appropriate and safe.

12:30 pm: Prepare room for movie and painting activities

- Audio-visual equipment malfunction.
- Spills or stains from painting activities.

- Event equipment checks and backups available.
- Use washable, non-toxic paints; provide aprons to kids.

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- Audio-visual equipment malfunction.
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- Event equipment checks and backups available.
- Use washable, non-toxic paints; provide aprons to kids.

1:30 pm: Masterclass Sessions at Bar classroom

- Overcapacity leading to discomfort.
- Spills causing slip hazards.
- Allergic Reactions due to ingredients

- Controlled entry based on pre-registrations or capacity.
- Keep cleaning materials on standby for quick spill response.
- Clear labeling of ingredients and inquire about allergies beforehand.

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3:30 pm – 4:15 pm: Announcement of Contest
Results & Vendor Closing Procedures

- Problems during awarding prizes.
- Vendors exit congestions.

- Establish clear processes for prize giving.
- Implement a timed exit strategy for vendors with guidance.

4:30 pm – 6:00 pm: Teardown and Venue
Cleanup

- Residual debris causing accidents.
- Mishandling of equipment.

- Designate specific zones for efficient cleanup.
- Use a comprehensive equipment inventory for effective pack-up.