



Free Risk Assessment Checklist for Artists & Crafters

Name: _____

Date of Assessment: _____

Event or Location: _____

Next Review Date: _____

Signature: _____

Selling at Events (Craft Fairs, Markets, Pop-Ups)

- ☐ Clearly label each product's intended use, materials, and allergens
- ☐ Purchase event coverage that includes general liability insurance
- ☐ Use weighted tents and stable displays (no wobbly tables!)
- ☐ Keep all wires, signs, and product boxes out of walkways
- ☐ Use guards or strong mounts for larger, heavier, or sharp products
- ☐ Store cash securely or use digital payment methods
- ☐ Review booth contracts for setup and liability requirements
- ☐ Take photos of your booth setup in case of property damage claims
- ☐ Monitor the weather forecast and pack rain protection or shade

Selling Online

- ☐ Purchase product and general liability insurance
- ☐ Purchase data breach insurance
- ☐ Clearly label each product's intended use, materials, and allergens



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- ☐ Accurately describe each product to prevent misuse and misunderstandings
 - ☐ Add a digital watermark to all product previews and images
 - ☐ Display copyright notices on all product descriptions and social posts
 - ☐ Use a secure e-commerce platform with HTTPS and strong passwords
 - ☐ Set clear return, refund, and shipping policies
 - ☐ Keep digital backups of your listings, photos, and customer data
 - ☐ Research and comply with sales tax laws for each state or country you sell in
 - ☐ Register copyright claim for original designs
 - ☐ Work with reputable carriers and use package tracking

Hosting Workshops, Classes, or Demos

- ☐ Ask participants to sign a waiver (especially for hands-on activities)
- ☐ Limit class sizes to ensure supervision and safety
- ☐ Offer protective gear when needed (gloves, aprons, goggles)
- ☐ Clearly explain safety instructions before the activity starts
- ☐ Keep a first aid kit within reach
- ☐ Ensure the venue is well-lit and has emergency exits
- ☐ Make sure your liability insurance includes workshop and class coverage

General Business Safety To-Dos

- ☐ Register your business (LLC, sole proprietorship, etc.)
- ☐ Create a business bank account
- ☐ Use contracts or written agreements with collaborators and venues
- ☐ Regularly review and update your insurance coverage
- ☐ Keep receipts and records for tax and claim purposes
- ☐ Build a crisis plan for accidents, online issues, or damaged goods

*Need insurance coverage for all your business operations? The **ACT Pro Policy** includes general and product liability coverage, plus options to cover workshops and data breaches, starting from \$24.25 a month. Become an ACT Pro and enjoy coverage that keeps up with your creativity!*