



OAAS Risk Management Series

Event Best Practices

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EST.

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Some of our Partners and who we Sponsor:

OAAS

Junior Farmers of Ontario

Ontario Horticultural Association: Garden Ontario

And various youth association's across Canada



Where do we start?

Today we are going to focus on the Before, During and After aspects of running a safe and successful fair

Risk Management has never been more important:

- * The safety of your spectators is your number one legal obligation**
- * Bad or lack of Risk Management affects your events Sponsors, Attendance and insurance pricing**
- * Ontario's lawsuits are ever increasing.**

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Grounds Layout: Board and Committee Heads

- ✓ **Where are the individual events situated?**
- ✓ **Any conflicting events? Dogs vs Ducks**
- ✓ **Parking: 3 to 1 rule**
- ✓ **Animal loading and unloading area**
- ✓ **Emergency Exits/Parking**
- ✓ **Accessible Parking-Temp Washrooms**
- ✓ **The Traffic and Spectator Flow**

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Pre-Fair Partners

SO the plan is now scribbled on the napkin...now what? Board

- ✓ **Police, Fire, Ambulance**
- ✓ **Health Unit**
- ✓ **Liquor Control**
- ✓ **ESA, TSSA, Municipality**
- ✓ **Insurance**
- ✓ **SEAT: Special Events Advisory Team**

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Pre-Fair: Safety Checks 2 weeks out

After the SEAT Meeting: Picture/Document (Board, Committees)

- ✓ **Grounds: clean, concerned area's noted, trees**
- ✓ **Buildings and Lights**
- ✓ **Bleachers**
- ✓ **Fencing, Barriers, Temp Fencing, Gates**
- ✓ **Rodents, Hornets, Ground Hogs etc**
- ✓ **Electrical Wires, Electrical Boxes**
- ✓ **Animals barns, tie ups, ramps**
- ✓ **Kitchens inspected, extinguishers**

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Pre-Fair: Its all coming together

3rd Party setup: Week of the Fair (President/VP)

- ✓ Midway move in day
- ✓ Vendor Move in Day
- ✓ Homecraft setup
- ✓ Ring Setup
- ✓ Animal Events Setup
- ✓ Any Changes to the grounds? Ruts, weather etc
- ✓ Picture and document

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Pre-Fair Your own House

Week of the Fair : Board

- ✓ **Staff and Volunteers confirmed and emergency contact info obtained**
- ✓ **Security Company, First Aid, Police, FD confirmed**
- ✓ **Emergency Plans reviewed and Volunteers informed**
- ✓ **Rules, Regulations, Waivers, Incident Reports**
- ✓ **PA and Radio Tests checked**
- ✓ **Document, Paperwork, Proof**

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Pre-Fair Inspections and Permits

Min 1-2 days before the Opening Night (Secretary, President, VP)

- ✓ **Are all Permits in order?**
- ✓ **Has the Midway or other vendors provided proof?**
- ✓ **TSSA, ESA, Health Board, FD, Bylaw etc**
- ✓ **Are your Permits in Order?**
- ✓ **If not, back to the SEAT Folks asap**
- ✓ **Insurance Certificates: all in? 30 days norm**
- ✓ **Society Named Insured? Correct coverage and dates?**
- ✓ **Document, Paperwork, Proof**

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Pre-Fair Dress Rehearsal

The day and night before opening (Board)

- ✓ **Safety Checks redone**
- ✓ **All electrical working**
- ✓ **All facilities clean, and in working order:**
- ✓ **Waterlines, buildings, bleachers, kitchens etc**
- ✓ **Night Check: lights, radios, portable lights fueled**
- ✓ **Volunteer meeting**
- ✓ **Document, Paperwork, Proof**

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Fair Day(s)

Day 1 Beginning and during and to the end (President and VP)

- ✓ **Safety Checks redone**
- ✓ **All electrical working**
- ✓ **All facilities clean, and in working order:**
- ✓ **Waterlines, buildings, bleachers, kitchens etc**
- ✓ **All concerns immediately dealt with**
- ✓ **Volunteer meeting: safety concerns, who to call or see**
- ✓ **Committee heads have all paperwork ready**
- ✓ **Document, Paperwork, Proof, picture**

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Fair Day(s)

Day 1 Beginning and during and to the end

- ✓ **Midway operations**
- ✓ **Vendors**
- ✓ **3rd parties**
- ✓ **After events, area's are cleaned and checked over**
- ✓ **Bleachers: if moved, rechecked**
- ✓ **President: Media contact and 1st contact**
- ✓ **Incident Reports on hand**
- ✓ **Document, Paperwork, Proof, Picture**

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Day 2 to the end

Repeat Day 1



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The Days after.....

- ✓ **After the move out, safety checks all done regarding grounds clean up, storage of items, buildings etc**
- ✓ **Documentation of area's needing attention and plan to fix**
- ✓ **Pictures of grounds in good order**
- ✓ **Facilities locked up as required**
- ✓ **Items put away**
- ✓ **Winterization or prepare for next event or storage**
- ✓ **Meeting with Board, SEAT and volunteers to discuss areas to be improved on**
- ✓ **Electrical outlets turned off and boxes locked up**

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Lastly.....

- ✓ **Communication**
- ✓ **Documentation**
- ✓ **Pictures**

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Insurance Professionals

If your Agricultural society or non-profit organization would like a review and/or quote on your insurance program please reach out: Serving Ontario

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