

# RISK MANAGEMENT CHECK UP

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

ITEM	YES	NO	ACTION ITEM
<b>ADA Accessibility</b>			
Do parking lots have a sufficient number of spaces for accessible parking and is enough space provided alongside each spot?			
Are accessible paths provided to the fairgrounds entrance and exits from/to parking lots and drop-off areas?			
Does the first-aid facility have an accessible entrance?			
Are movable pedestal directional signs to accessible building features maintained in place and continue to provide correct directions?			
Are curb ramps and sidewalks maintained so as to prevent large cracks and uneven surfaces?			
Are movable furniture or fixtures kept from: <ul style="list-style-type: none"> <li>• Blocking accessible routes?</li> <li>• Presenting tripping hazards?</li> <li>• Preventing access to exhibit cases, interactives or media presentations?</li> </ul>			
Are protruding objects kept out of the path of travel? <ul style="list-style-type: none"> <li>• Is a head clearance of 80 inches maintained?</li> <li>• Do objects protrude no more than 4 inches into a pathway?</li> <li>• Are long table covers avoided near accessible pathways?</li> </ul>			
Are accessible public restrooms, toilet stalls and fitting rooms unlocked and available to attendees during business hours?			
Is at least one accessible toilet provided at each fair restroom or privy area on an accessible route?			
Is signage placed at each privy area that directs individuals to accessible toilets?			
Are items that could impede the required maneuvering space in restrooms and fitting rooms removed?			
Are paper towels accessible and soap dispensers refilled when all other dispensers are refilled?			
Are all fair features in compliance with ADA standards?			

## RISK MANAGEMENT CHECK UP CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>ADA Accessibility Continued</b>			
Are staff and volunteers consistently trained about: <ul style="list-style-type: none"> <li>• Where accessible retail elements are and why it is important to keep them usable?</li> <li>• How to correct problems?</li> </ul>			
Are staff trained about how to use the telephone relay system for people who are deaf, hard of hearing or have speech disabilities?			
Are brochures and information about accessibility kept current and available upon request?			
Are alternate formats for information available, such as large-print, braille, and are they kept current?			
Are auxiliary aids and services kept operable?			
Are touchable objects maintained that are used to provide access to exhibit content and programs?			
Does the agricultural society's website meet accessibility standards?			
Does the agricultural society have a policy regarding service animals and alternative/nontraditional mobility devices?			
Do contracts with shop and booth operators include a clause requiring their space to be accessible for patrons with disabilities?			
Are shop/booth entrances in compliance with accessibility standards?			
Do shops/booths have accessible routes inside that meet clearance standards? Is clearance maintained throughout business hours?			
Are booth and shop service counters in compliance with accessibility standards?			
<b>Alcohol Policies</b>			
Does the agricultural society have an alcohol use policy?			
Is the policy posted prominently?			

## RISK MANAGEMENT CHECK UP CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Alcohol Policies Continued</b>			
Is the use of licensed caterers with their own bartenders required?			
Are caterers' alcohol licenses and insurance coverage verified prior to the event?			
Is law enforcement on site when alcohol is served?			
<b>Camping</b>			
Are all appropriate regulations followed?			
Is there a written policy for authorized activities in the camping area?			
Do campers sign an agreement upon registering?			
Is compliance with campground rules monitored and enforced?			
Are consequences for violating policies applied evenly?			
If utilizing a camp host, is there a written agreement?			
<b>Property and Injury Claims</b>			
Is an incident response plan established?			
Are emergency response procedures current?			
Are all injuries investigated?			
Are witness and injured party statements recorded?			
Does the agricultural society document injury investigations, including taking scene photos?			
Is there a procedure for reporting incidents to MCIT?			
Is there a plan to protect damaged property from further damage?			
Are all suspected crimes reported to law enforcement?			
Are procedures in place to prevent damage to evidence in a loss?			

## RISK MANAGEMENT CHECK UP CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Facility Use</b>			
Are there clear policies and procedures about the facility use process?			
Is a written agreement in place with the facility user?			
Does the facility user's insurance information meet minimum requirements?			
Is there a maintenance schedule with documentation of preventive activities?			
Is staff available to manage the event?			
Does the off-season storage program require a waiver and continuation of insurance coverage from users?			
<b>Independent Contractors</b>			
Does the agricultural society use only written contracts?			
Has the organization set the types of insurance it requires?			
Are minimum limits on insurance established?			
Do agreements contain favorable defense, hold harmless and indemnification clauses?			
Is the organization an additional insured on contractor's policies?			
Are certificates of insurance required and reviewed?			
Is workers' compensation coverage required for all contractors?			
Is a process followed to keep contractors independent?			
Does the organization's legal counsel review all agreements? Does MCIT review contracts as needed or appropriate?			
<b>Property Coverage</b>			
Do coverage schedules include all fair buildings, inland marine equipment and vehicles?			
Are fair buildings named or numbered for simple identification in the event of a loss?			
Are contents listed at replacement cost?			

## RISK MANAGEMENT CHECK UP CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Property Coverage Continued</b>			
Are property in the open items on the schedule and listed at replacement cost?			
Was an electronic data processing inventory filed with MCIT in April?			
Is the contractor's equipment schedule current with actual cash value?			
Are miscellaneous personal property items accurately reflected in the schedule?			
<b>Security</b>			
Does the fairgrounds' design minimize the potential for illicit activity?			
Do controlled access points protect the grounds?			
Is there a visual security presence on the grounds?			
Does more than one responsible adult count cash?			
Do the money handlers carefully follow required procedures?			
Are fair rules posted on legible signs in conspicuous places?			
Are fairgrounds rules consistently enforced?			
<b>Special Events</b>			
Are there written agreements with event promoters or special attraction providers?			
Is there a board-approved certificate of insurance procedure addressing insurance limits, additional insured status, effective dates and parameters for review and acceptance?			
Has the agricultural society acquired insurance outside MCIT for exposures not covered by MCIT (or a written third party agreement)?			
Is a waiver program in place, including procedures for keeping signed waivers on file as recommended by the responsible authority for the agricultural society under the Minnesota Government Data Practices Act?			

## RISK MANAGEMENT CHECK UP CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Vendors</b>			
Are written agreements with vendors, service providers and exhibitors required?			
Is there a board-approved certificate of insurance procedure addressing insurance limits, additional insured status, effective dates and parameters for review and acceptance?			
<b>Volunteers</b>			
Is a registry maintained of volunteer contact information?			
Are position descriptions established for volunteer jobs?			
Are volunteers included in training events?			
Are volunteer activities supervised?			
Are written agreements with other entities providing volunteer groups in place?			
Are stipends paid to sponsoring volunteer groups instead of directly to an individual volunteer?			

Checklists are developed using generally accepted safety and risk management standards. This checklist does not guarantee compliance with any building code, or federal, state or local regulations regarding safety or fire. Compliance does not ensure the absolute safety of your operations.