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Risk management is for decision makers ...

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Little things make the difference ...

Just as the saying 'good things come in small packages', some of the best, most helpful risk prevention tools are the little steps we take throughout a project. There is a tendency to jump past the basics thinking that these things will take care of themselves. But we can't afford to do that. It really is important to start at the beginning to avoid problems from beginning to end.

1. Planning – Don't jump in before you consider all aspects.
2. Delegate – Be prepared to delegate responsibility appropriately; no one can do it well all by themselves.
3. Set time lines – It usually takes longer to do something well than we first expect. Leave time for interruptions.
4. Pulse checks - At each step of the way, take time to ensure you are still on track. If not, what needs to be done?
5. Implement – Put your plans into operation. (Keep doing those pulse checks. Is everything working as expected?)
6. Review - After the project ends, evaluate the results. Did it work the way you expected? If not, what have you learned from the experience?

Following these steps will help ensure your projects take place successfully and lead to future successful endeavors.

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Planning a Block Party?

Most municipalities want to help citizens to plan a safe and successful Block Party. The most organized municipalities have a planning guideline to ensure citizens make as few mistakes as possible.

Requests for block parties usually begin with an application form -it should be completed at least four weeks prior to the proposed date. The form should clearly indicate that the event may or may not be approved, based upon the information received. The preferred date will be subject to approval of the municipality. For example, there may be other events already approved for that date, conflicting with the proponent's needed resources. Usually, proponents' need to obtain signatures of a pre-determined percentage of area residents who will be affected by the party. If multiple-unit residences are in the area, each unit should be counted as separately when calculating the number agreeing to the party. Significant objections from area residents can lead to approval being denied. Barricades are often provided to close off the street from regular traffic and reduce the chance of accidents.

The lay-out of the party site should be diagrammed to indicate:

- Where tents or other structures will be in alignment with cooking elements.
- Tents over a pre-determined size (which require inspection by a municipal building inspector),
- Access lanes for emergency response vehicles,
- Stage for performers, if any,
- Location of where seating and tables will be permitted, and
- What type, if any, amusement rides and devices will be present.

It is much easier for the organizers if no alcohol is sold or permitted at the party. This reduces the risk of something going wrong, liability for the organizers and reduces the cost of insurance.

Take facility maintenance seriously

Inviting customers and clients to your facilities raise the specter that they could be injured if it is not adequately maintained. Lawsuits can arise when injuries occur through negligent property maintenance

*“Believe an expert;
believe one who has had experience.”
- St. Bernard of Clairvaux*

Facility maintenance tips

- Inspect sidewalks, stairwells to ensure they are clean and free of anything that will impede traffic or block emergency exits.
- Inspect interior, including emergency exit lights to ensure they are working. Check exterior lighting lights to be sure they are operable. After dark, check to be certain there is enough light to provide safety for users and that there are no shadows cast creating danger spots.
- During rainy weather, always place warnings in areas where moisture may create slippery walking conditions. Place mats where moisture will be tracked into a building and check regularly to ensure they remain in place and flat.
- View CCTV monitors to be certain that cameras are actually covering the areas you want filmed.
- Finally – always document inspections – plus what has been about any deficiencies in the facility log book.

151 ways to Identify Risk

Confused about how to identify risk in your organization? Do you need ideas for new, different risk identification methods that you haven't tried yet? Here is a resource to help you reach your goal faster! At only \$9.00 + shipping you can start identify hidden risks today.

Get this resource right away by sending an email cunnartassociates@sympatico.ca or by calling 519-451-7603.

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