

Risk Management Form

1. Describe the activity / project being undertaken.
.....
2. If responsible for the sale and supply of alcohol,
 - Are you following the Government's prescribed policy for the responsible serving of alcohol?
 - What measures will be put in place to prevent underage drinking?.....
3. Have you required any other organisation, group or person who is taking part in the activity to provide their own "Public Liability Insurance"? **YES / NO**
(Other organisations, groups or individuals should have their own Public Liability Insurance Cover, or at least be made aware that they are not covered under Rotary insurance unless specifically noted. Ideally you should obtain a written indemnity from any other organisation, group or third party involved or associated with the activity).
4. Have you been asked by any other organisation or person to (a) indemnify them as a third party or (b) hold any other organisation "harmless" under the Rotary Insurance for the activity? **YES / NO**
(If yes, refer to your District Insurance Officer for advice before entering into any agreement).
5. Describe the potential hazards (or dangers to the general public and persons working on project).
.....
.....
6. Have there been prior incidents / accidents on this type of project? **YES / NO**

If "Yes, detail when, how and the result.
.....
.....
 - i. What action / steps can be taken to reduce the likelihood of it happening?
 - ii.
 - iii. Will the project / activity involve young people? **YES / NO**
 - iv. If yes, have the procedures as outlined in the District Youth Protection Policy been followed?
7. Will the activity involve travel? **YES / NO**

Claims arising from participation in any sport, game, match, race, practice, training course, trial, contest or competition **are excluded**. If the activity includes participation, will you provide, or have you arranged for a disclaimer to be signed by the participant? **YES / NO**

PLEASE DO NOT ASSUME THAT ALL PROJECTS / ACTIVITIES ARE AUTOMATICALLY COVERED UNDER ROTARY'S PUBLIC LIABILITY POLICY

Any queries or questions should be addressed with the district insurance officer in order to obtain agreement from the insurer prior to the commencement of the project / activity.

Risk Management Checklist

	ADEQUATE			COMMENTS	
	YES	NO	N/A		
• PREMISES					
Floors					
Surface level					
Not slippery					
Free of debris					
Properly covered					
Stairs/Ramps:					
Surfaces level					
Not slippery					
Free of debris					
Properly covered					
Windows:					
Condition					
Security					
Lighting:					
General					
Emergency					
Fire safety:					
Suitable detection					
Equipment maintained					
Emergency exits					
Emergency signage					
General housekeeping:					
Car parks & Driveways					
Sealed/marked					
Free of ruts/holes					
Free of oil/contaminants					
Lighting					
Speed limiting/bumps					
Signage					
Free of debris/vegetation					
Pedestrian access					

	ADEQUATE			COMMENTS
	YES	NO	N/A	
External Pathways:				
Free of damage				
Free of debris/vegetation				
Lighting				
• CONTRACTORS / SUBCONTRACTORS				
All contractors/subcontractors supply proof of liability cover				
Standard contracts drawn up specific work performed				
Formal written security procedures in place				
All security incidents reported to police				
• MACHINERY & EQUIPMENT				
All electrical equipment tested annually by qualified electrical contractors				
All portable electrical equipment/tools tested and tagged in accordance with regulations				
All gas cylinders tested and tagged annually				
All welding/hotwork performed by qualified persons				
Conditions of:				
- Hoists/cranes				
- Elevators/escalators				
- Unregistered vehicles				
All belt/chain/direct couplings between electric motors or other engines/pumps /generators/cutting equipment etc fully covered or otherwise guarded				
Are all hand tools (powered or un-powered) in a good state of repair				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
• ENVIRONMENTAL				
Have all hazardous/toxic substances been identified				
Are they currently stored in a secure place				
Is a register of these materials kept				
Are people trained in the use of these materials				
Is all waste disposed of regularly and in accordance with local regulations				
• MISCELLANEOUS				
First aid facilities				
Trained first aid staff				
Alcohol policy in place				
Animal policy in place				
Crowd exposure – adequate signage				
Playground equipment checked and maintained on regular basis				
• CHILDREN /STUDENTS				
Are children being properly cared for/supervised?				
Do carers/supervisors have proper accreditation and certification (e.g. Blue Cards)?				
Are animal or mechanical rides involved? If "Yes" do the providers of those rides carry adequate Public/Products Liability insurance and has proof been obtained?				

		ADEQUATE			COMMENTS
		YES	NO	N/A	
• AMUSEMENT DEVICES AT COMMUNITY EVENTS					
Request specific amusement device information including the:					
(a)	Amusement device registration with the relevant regulator				
(b)	Log book for inspection and maintenance of the ride				
(c)	Emergency plan for the ride				
Conduct due diligence including by independently confirming the registration with the relevant regulator and using ride operators who have been used by other organisations previously.					
Ensure the contractor has public liability insurance.					
Before allowing a ride to operate:					
(a)	Conduct a high level risk assessment				
(b)	Consider appropriate fencing/security/locks for rides				
(c)	Consider suitability of the ride for your event				
(d)	Ensure appropriate signage on rides (e.g. you must be this tall to ride etc.)				
(e)	Organise safe access points (e.g., assist safe and orderly queuing)				
During ride operation, monitor and supervise the activity (not just ride operators but also guests) and direct any unsafe activity to cease.					
• ROTARY IDEALS					
Does the proposed activity / program follow the Ideals of Rotary, being mindful of the appropriateness and ethical standards required by Rotarians?					