

RISK MANAGEMENT FORM

1. Describe the activity / project being undertaken.
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2. Detail the people participating in the activity / project (does it involve non Rotarians, members of the public or other organisations or third parties?)
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3. Have you required any other organisation, group or person who is taking part in the activity to provide their own "Public Liability Insurance"? (Other organisations or groups should have their own Public Liability Insurance Cover; and individuals should have their own 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).
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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? (If yes, refer to your District Insurance Officer for advice before entering into any agreement).
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5. Describe the potential hazards (or dangers to the general public and persons working on project).
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6. Have there been prior incidents / accidents on this type of project?
If "Yes", detail when, how and the result.
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7. What action / steps can be taken to:
 - (a) remove or eliminate the hazard or danger;
 - (b) isolate the source of the hazard or danger;
 - (c) reduce the likelihood of it happening;
 - (d) reduce the seriousness of the impact if it does happen.

ANY QUERIES OR QUESTIONS SHOULD BE ADDRESSED WITH THE DISTRICT INSURANCE OFFICER IN ORDER TO OBTAIN PRIOR AGREEMENT FROM THE INSURER.

DO NOT ASSUME. OBTAIN CONFIRMATION OF COVER UNDER ROTARY INSURANCE.

**ROTARY
RISK MANAGEMENT CHECKLIST**

	ADEQUATE			COMMENTS
	YES	NO	N/A	
1.Premises				
<i>Floors</i>				
Surface level				
Not slippery				
Free of debris				
Properly covered				
<i>Stairs/Ramps:</i>				
Surfaces level				
Not slippery				
Free of debris				
Properly covered				
<i>Windows:</i>				
Condition				
Security				
<i>Lighting:</i>				
General				
Emergency				
<i>Fire safety:</i>				
Suitable detection				
Equipment maintained				
Emergency exits				
Emergency signage				
General housekeeping:				
<i>Car parks & Driveways</i>				
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				
2. 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				
3. 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		
YES	NO	N/A

COMMENTS

4. ENVIRONMENTAL

Have all hazardous/toxic substances been identified				
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Are they currently stored in a secure place				
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Is a register of these materials kept				
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Are people trained in the use of these materials				
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Is all waste disposed of regularly and in accordance with local regulations				
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5. MISCELLANEOUS

First aid facilities				
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Trained first aid staff				
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Alcohol policy in place				
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Animal policy in place				
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Crowd exposure – adequate signage				
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Playground equipment checked and maintained on regular basis				
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6. CHILDREN

Are children being properly cared for/supervised?				
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Do carers/supervisors have proper accreditation and certification (e.g. Blue Cards)?				
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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?				
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7. OTHER

