**Checklist 1**

**General RISK ASSESSMENT**

**Revision 2 DATE: 4/2/2019**

This form 1 MUST be completed for every event. **Then, please** complete the Insurance declaration as well.

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|  **Risk Assessment Checklist** | **NA** | **C** |
| **1.1.1** | Name of the event: Dates Timing from: To:  |  |  |
| **1.1.2** | Identify the nominated responsible person for the event: Acting as: - Principle. Organiser Event Organiser. (Select one) Contact details: Name: Phone number: Address: One member must carry a mobile phone with current emergency Police, Fire and Ambulance numbers inserted. |  |  |
| **1.1.3** | Functions held in a building: Is the owner insured? (Property and Public Liability). Obtain a copy of the insurance certificate? Place it on file.Ensure there is access and egress for Emergency vehiclesFor ALL Conferences, Rotary meetings, Training sessions, District Assemblies, District Leaders, take a minute to brief the audience on the emergency evacuation arrangements. Check the floors for unevenness, carpets and floor coverings for condition and security.  |  |  |
| **1.1.5** | Ensure that all Rotarians involved have been briefed as to their duties and responsibilities.Do **not** roster pregnant women or under-aged juveniles. Use over 80yr old Rotarians advisedly.  |  |  |
| **1.1.6** | Check the working area and the area used by the public for slip, trip and fall hazards. Place Hazard warning signs where required. Are there handrails provided if and where required?  |  |  |
| **1.1.7** | Are there emergency evacuation procedures in place? Fire exits clearly marked and are unlocked, exit signs in place and exit routes unobstructed? Clear access/egress for emergency vehicles. |  |  |
| **1.1.8** |  Does your program or function use the assistance of vulnerable people i.e. children, young people from a Rotary youth program or the elderly or infirm? If so it is a requirement you contactthe **DISTRICT YOUTH PROTECTION OFFICER**, D9500 Rick Henke rick.henke.23@gmail.comD9520 David Binks, dpbinks@senent.com.au before the planning of your activity or event iscompleted. You will be advised if your event can proceed or proceed with amendments and also what procedures may need to be put in place to comply with Rotary protection requirements, the protection requirements of your state and also our insurance company’s protection requirements.  |  |  |
| **1.1.9** | If St Johns Ambulance Service (or equivalent) are not in attendance, suitable first aid facilities must be in place. Erect 1st Aid location signs. Toilets sign posted as required. |  |  |
| **1.1.10** | Any dangerous chemicals used must be identified and a Material Safety Data Sheet (MSDS) obtained for each. The directions on the MSDS must be **strictly adhered to**. |  |  |
| **1.1.11** | For noisy events, Advise all residents in the proximity prior to the event (by leaflet if necessary). Volume of background music and PA announcements to be kept to minimum. |  |  |
| **1.1.12** | Bouncy castles and Trampolines are **not** covered by Rotary insurance. The provider **must** carry insurance for these. *Please do not get involved!* |  |  |
| **1.1.13** | Any requirement to work at heights **at or above 1.5 meters** on ladders scaffolds etc. may **not** be undertaken without suitable harnesses and approved fall-arrester equipment. **No** confined space work is to be undertaken.  |  |  |
| **1.1.14** | Complete the specific function Risk Assessment checklist. *(see Forms 2 to 6 inclusive)* |  |  |
| **1.1.15** | Having identified all the risks (and potential risks) to **People, the Environment, Assets, Reputation and Security**; use the Risk Matrix and introduce controls and risk management to mitigate each risk which has a risk rating of **10 or above** to remove the risk or reduce the risk to ALARP. (As low as reasonably possible). |  |  |
| **1.1.16** | A Guide for Clubs “What you need to know and do” is attached to this form  |  |  |
| **Approval** |  Sign: Date:  |  |  |
| Note: NA = Not applicable, C = Complied with.  |



A Guide for Clubs

What you need to know and do

1. Complete and return Annual Club Insurance/Protection Declaration by 30 April
2. Complete an **Insurance Declaration** prior to the commencement of any Project
3. A Disclaimer is required to enable participation in **any sport, game, match, race, practice, training course, trial contest or competition** organised by the club.
4. Vendors/Stallholders who operate at club organised Markets/Swap Meets or the like must have their own insurance. **“No insurance -- no come”** rule to be strictly applied.
5. For all Vendors/Stallholders who purchase the Stallholders Liability Insurance from Rotary it is mandatory to complete the register of these purchasers and to provide a copy of the Stallholders Liability Insurance Flyer to these purchasers.
6. If using Rotary Travel Insurance, a **“Fit to Travel”** letter must be obtained from a GP
7. Offering cover under Rotary Insurance to other entities or bodies is strictly prohibited.
8. All Youth Program Volunteers (as defined) must complete a Volunteer Information and Declaration **(Form 3)**

10. Be aware that Rotary has a hot work policy to avoid heat stress when temperatures are elevated, provide drinking water, shade, hats schedule frequent breaks, and should the temperature reach **34°C = 93.2°F** cease work.

**For further information on Rotary Risk Management & Insurance matters please contact your**

**District Risk Assessment Officer**

*Contact details:*

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