

Basic Checklist for a Project or Event

Following receipt of a completed Project and Event Notification Form and Risk Management Analysis

1. Is this a Rotary Event?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
2. Has the Club Board authorised this Event?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
3. Does the event present any unique or high risk activities?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
4. Is there evidence the Club is aware of responsibilities in regards to:	
• Risk Management	<input type="checkbox"/> YES / <input type="checkbox"/> NO
• Contractual Liability e.g. Hold Harmless or request for unreasonable indemnity & insurance requirements.	<input type="checkbox"/> YES / <input type="checkbox"/> NO
• Compliance with legislation as a minimum Workplace, Health & Safety and Food Handling.	<input type="checkbox"/> YES / <input type="checkbox"/> NO
5. Should a general release and indemnity be used? <i>(Required when participating in any sport, game, match, race, practice, training course, trial, contest or competition)</i>	<input type="checkbox"/> YES / <input type="checkbox"/> NO
6. Should Youth Volunteer Information and Declaration Forms be used?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
7. Should I refer this to Aon for confirmation of Insurance coverage from our Insurers?	<input type="checkbox"/> YES / <input type="checkbox"/> NO