

Risk Management Analysis 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 indemnify them as a third party? YES / NO
(If "YES", refer to your District Insurance Officer for advice before entering into any agreement).
5. Have you been asked to 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).
6. Describe the potential hazards (or dangers to the general public and persons working on project).
7. Have there been prior incidents / accidents on this type of project? YES / NO
If "YES", detail when, how and the result.
8. What action / steps can be taken to reduce the likelihood of it happening?
9. Will the project / activity involve young people? YES / NO
If "YES", have the procedures as outlined in the District Youth Protection Policy been followed?
10. Will the activity involve travel? YES / NO
11. Will there be amusement rides at the event? 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				
<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				
<i>External Pathways:</i>				
Free of damage				
Free of debris/vegetation				
Lighting				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
• 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				
• 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				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
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 any animal rides involved? Including but not limited to rodeos and any ancillary events; any activity involving horse riding.				Public Liability cover for these activities (including vicarious or contingent liability) are excluded under the policy.
• AMUSEMENT DEVICES AT COMMUNITY EVENTS				
Please read the Miscellaneous Activities Exclusion at the end of this document and confirm you understand there is no cover for jumping castles, jumping pillows and other inflatable amusement devices; trains or railways other than model railways and other activities specifically noted in the Miscellaneous Activities Exclusion.				
Does Rotary own and operate the amusement device?				
If Yes,				To submit a referral – please provide the fully completed Project and Event Notification Form, Risk Management Analysis Document and the <u>Amusement devices checklist for owners and operators Safe Work Australia</u> – available by this link or request from your DIO
(a) Has this amusement device been referred to the Insurer during the policy period when the event will be held?				
(b) Has the Insurer specifically noted and agreed in writing to provide cover?				
If No, Please note there is no cover under the Rotary Program (including vicarious or contingent liability) for amusement rides unless all of the following conditions are met:				
i. A third party contractor has been engaged to provide, operate and supervise the ride at all times AND				
ii. Rotary has no involvement at any time in the operation/or supervision of the ride AND				
iii. Rotary sights and retains a copy of the third party operator's liability certificate of insurance with a minimum Public and Products Liability Limit of \$20,000,000 any one Occurrence and in the annual aggregate as it relates to Products Liability				

		ADEQUATE			COMMENTS
		YES	NO	N/A	
Before using an amusement device, the operator must ensure the following:					
a)	Amusement device registration with the relevant regulator				
b)	Prepare and maintain an emergency plan for the ride				
c)	Ensure the amusement device is suitable for the intended purpose and is in a safe condition				
d)	Ensure the amusement device is only set up and operated in accordance with the manufacturer's instructions				
e)	The person/s in control of the device has received instruction and training in its proper operation				
f)	Log book and operating and maintenance manuals for the amusement device are provided and updated accordingly				
g)	Identify and manage any risks related to the site where the amusement device will be operated.				
h)	Undertake a separate risk assessment for each site, and implement additional controls where necessary.				
Before allowing a ride to operate - Proper checks and operation' of an amusement device to protect workers, patrons and others may include:					
(a)	Carrying out pre-operation checks without passengers to verify the operation and condition of critical safety components and features including patron system restraints and interlock devices				
(b)	Safe start-up, operation and shutdown in accordance with the manufacturer's instructions				
(c)	Safe device control including safe speed, noise levels and emergency controls				
(d)	Safe access for, placement, management and security of patrons				
(e)	Providing safety instructions to patrons, and				
(f)	Safe exit from the amusement device				
Follow safe work procedures for transport, installation, commissioning, operation, inspections, maintenance and storage of amusement devices					

	ADEQUATE			COMMENTS
	YES	NO	N/A	
• ROTARY IDEALS				
Does the proposed activity / program follow the Ideals of Rotary, being mindful of the appropriateness and ethical standards required by Rotarians?				

MISCELLANEOUS ACTIVITIES EXCLUSION

The following additional Exclusion is added to section '6. Exclusions' of the Policy: Liability (including vicarious or contingent liability) in respect of Injury or Property Damage arising directly or indirectly from, caused by, contributed to by or in connection with any of the following:

- (a) rodeos and any ancillary events; any activity involving horse riding;
- (b) animal rides;
- (c) jumping castles, jumping pillows and other inflatable amusement devices;
- (d) amusement rides unless:
 - (i) all of the following conditions are met:
 - i. a third party contractor has been engaged to provide, operate and supervise the ride at all times; and
 - ii. the Insured has no involvement at any time in the operation and/or supervision of the ride; and
 - iii. the Insured signs and retains a copy of the third party operator's liability certificate of insurance with a minimum Public and Products Liability Limit of \$20,000,000 any one Occurrence and in the annual aggregate as it relates to Products Liability
 - or
 - (ii) the Insurer has specifically noted and agreed in writing to provide cover.
- (e) trains or railways other than model railways;
- (f) childcare services;
- (g) martial arts activities comprising but not limited to teaching, training, trials, contests, displays and/or competitions;
- (h) firearm activities (including hunting) comprising of but not limited to teaching, training, trials, contests, displays and/or competitions.
- (i) adventure activities being:
 - (i) flying or any aerial activity including but not limited to bungee or BASE jumping, hang gliding, hot air ballooning, parasailing, paragliding or sky diving;
 - (ii) caving, mountain or ice climbing, rock climbing, abseiling, low or high rope courses and/or flying foxes, zip or slack lining;
 - (iii) the following water activities: water skiing, jet skiing, white water rafting, scuba, cave or free diving, kite surfing or wake boarding;
 - (iv) motorsport, motorised go-karting, motocross events, BMX racing, land windsurfing and quad biking.