



ROTARY RISK MANAGEMENT CHECKLIST FORM A

ROTARY RISK MANAGEMENT CHECKLIST				FORM A
AREAS OF RISK TO MANAGE	ADEQUATE			COMMENTS
	YES	NO	N/A	
<b>1 PREMISES</b>				
<i><b>Floors</b></i>				
Surface level				
Not slippery				
Free of debris				
Properly covered				
<i><b>Stairs/Ramps</b></i>				
Surfaces level				
Not slippery				
Free of debris				
Properly covered				
<i><b>Windows</b></i>				
Condition				
Security				
<i><b>Lighting</b></i>				
General				
Emergency				
<i><b>Fire safety</b></i>				
Suitable detection				
Equipment maintained				
Emergency exits				
Emergency signage				
General housekeeping				
<i><b>Car parks &amp; driveways</b></i>				
Sealed/marked				
Free of ruts/holes				
Free of oil/contaminants				
Lighting				
Speed limiting/bumps				



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	YES	NO	N/A	
Signage				
Free of debris/vegetation				
Pedestrian access				
<b>External pathways</b>				
Free of damage				
Free of debris/vegetation				
Lighting				
<b>2 CONTRACTORS/ SUBCONTRACTORS</b>				
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				
<b>3 MACHINERY &amp; EQUIPMENT</b>				
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/hot work 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 unpowered) in a good state of repair				



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	YES	NO	N/A	
<b>4 ENVIRONMENTAL</b>				
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?				
<b>5 MISCELLANEOUS</b>				
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				
<b>6 CHILDREN</b>				
Are children being properly cared for/supervised?				
Do carers/supervisors have proper accreditation and certification (eg 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?				
<b>7 OTHER</b>				



TO District 9700 Insurance Officer, PP Sam Catanzariti
PO Box 1337
Griffith NSW 2680

The Rotary Club of .....wishes to advise that it will be running the following event(s) as part of its activities and requires that this activity be noted and included in the Insurance Policy of District .....

Brief description of activity .....
Date of activity .....
Time of activity (when and for how long) .....
Location of activity .....

Are there Third Parties involved [ ] Yes [ ] No

If 'Yes', please provide details.....

Travel arrangements .....

Approximate number of community participants .....

Risk Management Form (Form C) Completed [ ] Yes, and attached [ ] No

Certificate of Currency required [ ] Yes [ ] No

If yes, provide details of parties to be noted .....

Rotarian Contact: .....
Details: Phone/Fax Number .....
Email address .....

Cover confirmed under Rotary Policy [ ] Yes [ ] No Date: .....



This Form is to accompany Form b to be sent to District Insurance Officer

- 1 Describe the activity/project being undertaken  
.....  
.....  
.....
- 2 Detail the people participating in the activity/project (does it involve non-Rotarians, members of the public or other organisations or third parties?)  
.....  
.....  
.....
- 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.)  
.....  
.....
- 4 Have you been asked by any other organisation or person to (a) indemnify them as 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.)  
.....
- 5 Describe the potential hazards (or dangers to the general public and persons working on the project)  
.....  
.....
- 6 Have there been prior incidents/accidents on this type of project? If yes, detail when, how and the result.  
.....  
.....  
.....
- 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 INCIDENT / ACCIDENT REPORT

FORM D

1 Provide full details of the Incident / Accident including date, time and location:

.....  
.....  
.....

2 Who was involved? (Provide name, address and contact details of each person)

.....  
.....  
.....

3 Were there any witnesses? (Provide name, address and contact details of each person)

.....  
.....  
.....

4 Arrange to take written statements from those involved and the witnesses either at the time or as soon after as possible. These statements are to be attached to this report.

.....  
.....  
.....

5 Did any person involved require medical treatment at the scene, transportation by ambulance or hospitalisation? Provide the name and what service they required below:

.....  
.....  
.....

6 Has the Incident / Accident been reported to any outside authority i.e. Police, Government department, Local Government, etc? Provide details below:

.....  
.....  
.....

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Rotary Club of \_\_\_\_\_

Date: \_\_\_\_\_

Club Address: \_\_\_\_\_

Please return to  
District Insurance Officer  
PP Sam Catanzariti  
PO Box 1337  
Griffith NSW 2680



APPENDIX LOTTERIES AND GAMES OF CHANCE MATRIX					
Type	Permit	Purpose	Total prize value limits	Money prize restrictions	Additional comments
Art unions	Yes (free) - if total prize pool exceeds \$25,000 (under \$25,000 treat as a raffle)	Fundraising - at least 30% of gross proceeds to not-for-profit organisation	No limit	Total value of money prizes (excluding spending money) capped at \$25,000. Spending money limited to 20% of value of travel prize	Expenses (including prizes) not to exceed 70% of the gross proceeds.
Charity housie, cash housie (bingo)	Yes (free)	Fundraising (charity only) - 12.5% of gross proceeds to charity	Max. of 75% of gross proceeds Ordinary game prize cannot exceed \$150. Max. value of jackpot prizes offered in a minor session - \$500; major session - \$2,000, super session - \$4,000	Max. of 40 cents per ticket. Expenses (excluding prizes) not to exceed 12.5% of gross proceeds.	
Chocolate wheel	Yes (free)	Fundraising (charity only) - 40% of gross proceeds to charity	Max \$500	People under 17 years cannot take part. Expenses (including prizes) not to exceed 60% of the gross proceeds	
Club bingo (housie)	No	Social entertainment, promoting trade	\$30 max	No money prizes	Only on premises of registered club. Max. 5 cents per ticket. Cannot be conducted on Sunday and Saturday and after 6pm Friday
Football doubles and similar (football triples, final score, points margin)	No	Fundraising - at least 40% of gross proceeds to not-for-profit organisation	\$5,000	Total value of money prizes (excluding spending money) capped at \$5,000. Spending money limited to 20% of value of travel prize.	No more than 3000 tickets may be sold in a series. Only one lottery may be conducted at the same time. Expenses and prizes not to exceed 60% of the gross proceeds.
Football (sports) tipping competitions	No, if value of ticket sales does not exceed \$20,000 Yes (free), if value of ticket sales exceed \$20,000	Social entertainment or fundraising	No limit	Total value of money prizes (excluding spending money capped at \$5,000. Spending money limited to 20% of value of travel price.	Except for fundraising amount, all proceeds of ticket sales or rights to participate must be distributed back to participants as prizes No salaries, commissions.



APPENDIX LOTTERIES AND GAMES OF CHANCE MATRIX					
Type	Permit	Purpose	Total prize value limits	Money prize restrictions	Additional comments
Gaming (casino) nights	No	Social entertainment, fundraising for charities	No prizes can be given or won. Persons participate for the entertainment value and with the knowledge that the proceeds will help a charity.	An admission fee or charge may be charged (the fundraising amount). Patrons cannot risk a stake on the outcome. Patrons cannot win and cannot anything lose anything of value. Chips/tokens cannot be redeemed for money or anything of value; cannot be used for the purpose of bidding in an auction; cannot be used to determine the winner of a prize (for example, person with greatest number of chips).	
Gratuitous lotteries	No	Social entertainment or connected to a fundraising event (cannot promote trade or business)	\$25,000	No money prizes	Must be free of any entry fees or charges. The right to enter may be based on the purchase of a plate at a fundraising dinner function, fundraising ball, or the purchase of a ticket for a seat at a particular fundraising event or function.
Hundred clubs and similar progressive lotteries	No, if value of ticket sales does not exceed \$20,000 Yes (free) if value of ticket sales exceed \$20,000	Social entertainment or fundraising	No limit	Total value of money prizes (excluding spending money) capped at \$5,000. Spending money limited to 20% of value of travel prize.	Except for fundraising amount, all proceeds of ticket sales or rights to participate must be distributed back to participant as prizes. No salaries, commissions.
Lucky envelopes	Yes (free)	Fundraising (charity only) - 40% of gross proceeds to charity	From \$40 to \$200 depending on sale price of ticket.	People under 17 years cannot take part. Tickets can be sold at 20 cents, 50 cents or \$1 each. Expenses (including prizes) not to exceed 60% of the gross proceeds.	
Mini-number lotteries (lotto-style lotteries)	No	Fundraising - at least 40% of gross proceeds to not-for-profit organisation	Total value of prizes must be 50% of the gross proceeds, and cannot exceed \$10,000	Total value of money prizes (excluding spending money) capped at \$5,000. Spending money limited to 20% of value of travel prize.	Purchase price of the ticket cannot exceed \$2. Only one lottery may be conducted at one time and in any period of 7 days. Expenses not to





APPENDIX LOTTERIES AND GAMES OF CHANCE MATRIX					
Type	Permit	Purpose	Total prize value limits	Money prize restrictions	Additional comments
					exceed 10% of the gross proceeds.
Promotional raffles	No	Social entertainment, promoting trade	Total value of a single prize \$100; one prize valued at \$500 in a session	No money prizes	Only on premises of registered club. Number of sessions limited to 7 each week. Session no longer than 3 hours.
Raffles, guessing competitions	No	Fundraising - at least 40% of gross proceeds to not-for-profit organisation	\$25,000	Total value of money prizes (excluding spending money) capped at \$25,000. Spending money limited to 20% of value of travel prize.	Expenses (including prizes) not to exceed 60% of the gross proceeds.
Scratch and break-open lotteries (no-draw lotteries)	No	Fundraising - at least 40% of gross proceeds to not-for-profit organisation	\$5,000	Total value of money prizes (excluding spending money) capped at \$5,000. Spending money limited to 20% of value of travel prize.	No more than 3,000 tickets may be sold in a series. Only one lottery may be conducted at the same time. Expenses and prizes not to exceed 60% of the gross proceeds.
Social housie (bingo)	No	Social entertainment, fundraising	Ordinary game \$30 max Jackpot prize - total value of prizes in session \$150 max.	Except for fundraising amount, all proceeds of ticket sales or rights to participate must be distributed back to participants as prizes. Cannot be conducted on premises of registered clubs or on licensed premises. No salaries, commissions.	
Sweeps and calcuttas	No, if value of ticket sales does not exceed \$20,000. Yes (free) if value of ticket sales exceed \$20,000.	Social entertainment, fundraising	Sweeps: based on ticket sales Calcuttas: based on ticket sales and proceeds from auction	No limit	Except for proceeds for a non-profit organisation, all proceeds of ticket sales and auction must be distributed back to participants as prizes. Can only be conducted on prescribed events.
Trade promotion lotteries and games of chance	Yes. Fee payable on value of prizes	Promoting trade or business	Generally no restrictions	Must be free of entry fees or charges	



APPENDIX		LOTTERIES AND GAMES OF CHANCE MATRIX			
Type	Permit	Purpose	Total prize value limits	Money prize restrictions	Additional comments
<a href="#">Two-up</a>	No	Social entertainment, fundraising for charities	The prize pool comprises all money invested by players.	Can only be conducted on Anzac Day (April 25), Victory in the Pacific Day (15 August) and Remembrance Day (11 November). Persons under 18 years cannot take part. Subject to deduction of a fundraising amount for the benefiting charity, all bets and wagers must be given as winnings. Fundraising two-up may only be conducted on the premises of a registered club.	

Source: [Matrix on OLGR web-site](http://www.olgr.nsw.gov.au/lotter_gofc_matrix.html)      see also      [OLGR Factsheets](http://www.olgr.nsw.gov.au/promos_factsheets.asp)  
 [http://www.olgr.nsw.gov.au/lotter\_gofc\_matrix.html ]      [http://www.olgr.nsw.gov.au/promos\_factsheets.asp]

**CURRENT INSURANCE POLICIES** **ITEM E**

To be provided when available

D9700  
2013-2014