

## Risk Management Checklist

	ADEQUATE			COMMENTS	
	YES	NO	N/A		
<b>• PREMISES</b>					
<b>Floors</b>					
Surface level					
Not slippery					
Free of debris					
Properly covered					
<b>Stairs/Ramps:</b>					
Surfaces level					
Not slippery					
Free of debris					
Properly covered					
<b>Windows:</b>					
Condition					
Security					
<b>Lighting:</b>					
General					
Emergency					
<b>Fire safety:</b>					
Suitable detection					
Equipment maintained					
Emergency exits					
Emergency signage					
General housekeeping:					
<b>Car parks &amp; Driveways</b>					
Sealed/marked					
Free of ruts/holes					
Free of oil/contaminants					
Lighting					
Speed limiting/bumps					
Signage					
Free of debris/vegetation					
Pedestrian access					
<b>External Pathways:</b>					
Free of damage					
Free of debris/vegetation					
Lighting					

	ADEQUATE			COMMENTS
	YES	NO	N/A	
<b>• 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>• 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/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				
<b>• 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>• 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				

		ADEQUATE			COMMENTS
		YES	NO	N/A	
<b>• CHILDREN /STUDENTS</b>					
Are children being properly cared for/supervised?					
Do carers/supervisors have proper accreditation and certification (e.g. 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>• AMUSEMENT DEVICES AT COMMUNITY EVENTS</b>					
Request specific amusement device information including the:					
a)	Amusement device registration with the relevant regulator				
b)	Log book for inspection and maintenance of the ride				
c)	Emergency plan for the ride				
Conduct due diligence including by independently confirming the registration with the relevant regulator and using ride operators who have been used by other organisations previously.					
Ensure the contractor has public liability insurance.					
Before allowing a ride to operate:					
(a)	Conduct a high level risk assessment				
(b)	Consider appropriate fencing/security/locks for rides				
(c)	Consider suitability of the ride for your event				
(d)	Ensure appropriate signage on rides (e.g. you must be this tall to ride etc.)				
(e)	Organise safe access points (e.g., assist safe and orderly queuing)				
During ride operation, monitor and supervise the activity (not just ride operators but also guests) and direct any unsafe activity to case.					
<b>• ROTARY IDEALS</b>					
Does the proposed activity / program follow the Ideals of Rotary, being mindful of the appropriateness and ethical standards required by Rotarians?					