

Risk Management Form

1. Describe the activity / project being undertaken.
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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 (a) indemnify them as a third party or (b) 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).
5. Describe the potential hazards (or dangers to the general public and persons working on project).

6. Have there been prior incidents / accidents on this type of project? **YES / NO**
 If "Yes, detail when, how and the result.

7. What action / steps can be taken to reduce the likelihood of it happening?

8. Will the project / activity involve young people? **YES / NO**
 If yes, have the procedures as outlined in the District Youth Protection Policy been followed?
9. Will the activity involve travel? **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.