



Risk Management

WHY RISK MANAGEMENT IS IMPORTANT

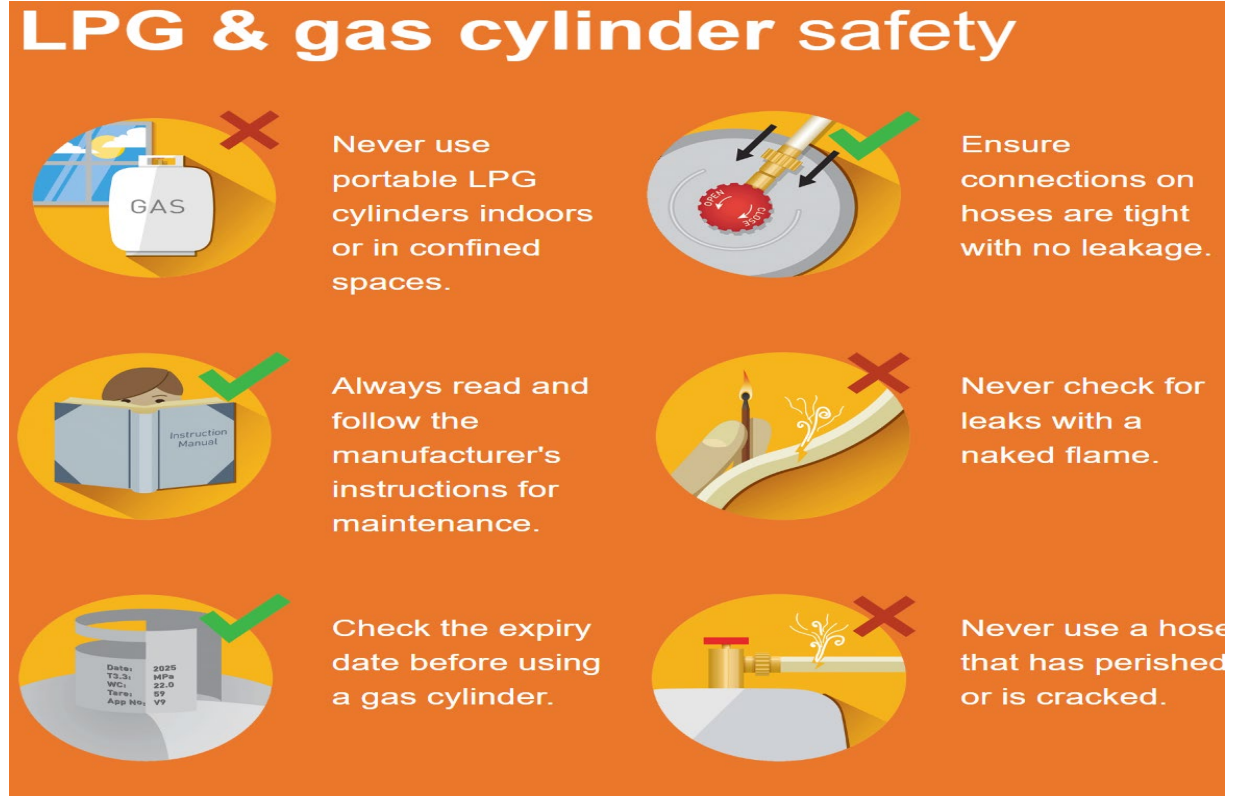
- Keep members & public safe
- Protecting Club & Rotary reputation
- Club welfare
- Keep away from Safework SA & the court
- Event managers requirement
- Insurance requirements








COMMON RISKS

- BBQ
- Ladders
- Manual handling / lifting
- Slips & trips
- Heat stress
- Electrical devices & cords
- Food preparation & hygiene

LPG & gas cylinder safety



The infographic is set against an orange background and contains six circular icons arranged in a 3x2 grid. Each icon is accompanied by a text box. The top-left icon shows a gas cylinder with a red 'X' over it, indicating a warning. The top-right icon shows a hose connection with a green checkmark and arrows pointing to the seal, indicating a correct practice. The middle-left icon shows a person reading a book with a green checkmark, indicating a correct practice. The middle-right icon shows a hand holding a lit match near a hose with a red 'X', indicating a warning. The bottom-left icon shows a gas cylinder with a green checkmark and a label with technical details, indicating a correct practice. The bottom-right icon shows a hose with a crack and a red 'X', indicating a warning.

	Never use portable LPG cylinders indoors or in confined spaces.		Ensure connections on hoses are tight with no leakage.
	Always read and follow the manufacturer's instructions for maintenance.		Never check for leaks with a naked flame.
	Check the expiry date before using a gas cylinder.		Never use a hose that has perished or is cracked.

RISK MANAGEMENT 101

- **Identifying** hazards at your event
- **Assessing** the likelihood of hazard occurring & consequence if occurs
- **Controlling** the hazard to minimize impact & likelihood



RISK ASSESSMENTS

- Complete one for each activity/event
- Regular activities/event can submit one for year
- Forms on District website
- Sent copy to Belinda King & John Rix OAM
- Need help contact Belinda King


Checklist 1
 General
 Revision 7 DATE: 27/07/20 **RISK ASSESSMENT**

This form 1 MUST be completed with every Checklist (Except Checklist 7) + complete the Insurance Declaration.

Risk Assessment Checklist		NA	C
1.1.1	Name of the event Dates: (See Ins form) Timing To:		
1.1.2	Identify the nominated responsible person for the event: (+ the Safety briefing). Acting as - Principle, Organiser Event Organiser , (Select one) Contact details: Name: Phone number: Address Emergency Police, Fire and Ambulance numbers inserted.		
1.1.3	Functions held in a building: Is the owner insured? (Property and Public Liability). Obtain a copy of the insurance certificate? Place it on file. Ensure there is access and egress for Emergency vehicles For ALL Conferences, Rotary meetings, Training sessions, District Assemblies, District Leaders, take a minute to brief the audience on the emergency evacuation arrangements. Check the floors for unevenness, carpets and floor coverings for condition and security.		
1.1.5	Ensure that all Rotarians involved have been briefed as to their duties and responsibilities. Do not roster pregnant women or under-aged juveniles. Use over 80yr old Rotarians advisedly.		
1.1.6	Check the working area/the area used by the public for slip, trip and fall hazards. Place Hazard warning signs as required. Ensure handrails provided if and where required. Delineate any steps as required. Check the weather do not proceed if extreme conditions are forecast.		
1.1.7	Are there emergency evacuation procedures in place? Fire exits clearly marked and are unlocked, exit signs in place and exit routes unobstructed? Clear access/egress for emergency vehicles.		
1.1.8	Does Your program or function use the assistance of vulnerable people i.e., children, young people from a Rotary youth program or the elderly or infirm? If so, it is a requirement you contact the DISTRICT YOUTH PROTECTION OFFICER, / DCSI Helen Charles email hc_celebrant@hotmail.com before the planning of your activity or event is completed. You will be advised if your event can proceed or proceed with amendments also what procedures may need to be put in place to comply with Rotary protection requirements, the protection requirements of your state and our insurance company's protection requirements.		
1.1.9	If St Johns Ambulance Service (or equivalent) are not in attendance, suitable first aid facilities must be in place. Erect First Aid location signs. Toilet sign posted as required.		
1.1.10	Any dangerous chemicals used must be identified and a Material Safety Data Sheet (MSDS) obtained for each. The directions on the MSDS must be strictly adhered to.		
1.1.11	For noisy events, Advise all residents in the proximity prior to the event (by leaflet if necessary). Volume of background music and PA announcements to be kept to minimum.		
1.1.12	Bouncy castles and Trampolines are not covered by Rotary insurance. The provider must carry insurance for these. <i>Please do not get involved!</i>		
1.1.13	Any requirement to work at heights at or above 1.5 meters on ladders scaffolds etc. may not be undertaken without suitable harnesses and approved fall-arrestor equipment. No confined space work is to be undertaken. Manual handling: Limit individuals lifting to < 15kgs maximum.		
1.1.14	Complete the specific function Risk Assessment checklist. (See Checklists 2 to 6 inclusive). <i>Until further notice Include the COVID 19 checklist 6C for every activity.</i>		
1.1.15	Use of the checklists should have identified all of the risks (and potential risks) to People, the Environment, Assets, Reputation and Security. For any additional risks which may be noted, use the Risk Matrix and introduce controls to mitigate each risk which has a risk rating of 10 or above to remove the risk or reduce the risk to ALARP. (As low as reasonably possible).		
1.1.16	A Guide for Clubs "What you need to know and do" is attached to this form		
Approval	Sign: Date:		
Note: NA = Not applicable, C = Complied with.			

OUR PRIORITIES

- Reviewing risk forms
- Providing Risk 101 guide
- Present at Club meetings
- Register of activities
- Assist Clubs where we can



MY QUESTIONS TO YOU

- How can we improve Risk Management in Rotary ?
- What's giving you the most concern ?
- What resources would help you ?
- What should our priorities be ?
- Let's keep it simple



OUR TEAM

Governance



Dr Andrew Johnson
Morialta
andrew9510@akjohnson.com.au
0497 159 169

Risk Management



Belinda King
Adelaide
misspenelope52@gmail.com
0435 871 390

Insurance



John Rix OAM
Berri
johnrix@riverland.net.au
0474 053 562

Youth Protection



Mark Thomas
Somerton Park
mthomas1947@bigpond.com
0401 671 850



Thank You