

Checklist 1

General

Revision 7

RISK ASSESSMENT

DATE: 27/07/20



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

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 1 st Aid location signs. Toilets 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-arrester 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). Until further notice include the COVID 19 checklist 6C for every activity.		
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 addition 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.			