

**RISK ASSESSMENT**

Risk Assessment Checklist		NA	C
6.1.1	Name of the event. <b>COLD PLUNGE (Rotary Club of Glenelg)</b> (For each special function fill in your task, your club and number the details to suit.) Complete Checklist 1.  Date:		
6.1.2	Every participant <u>must</u> sign an Indemnity Form prior to participation.		
6.1.3	One Rotary member or a member of the SLSC <b>must</b> carry a mobile phone with current emergency Police, Fire and Ambulance numbers inserted.		
6.1.4	SLSC personnel provide safety briefing, provide rescue vessels, have a warning siren or device and maintain a safety watch.		
6.1.5	A water safety plan must be developed to suit the local requirements on the day and such safety equipment as required is to be provided. Ensure that everyone involved is fully briefed on the requirements. Comply with COVID-19 registration and make declarations if numbers require it.		
6.1.6	When the participants enter the water and for the duration of the plunge, there must be an appropriate number of lifesavers in the water with them maintaining a close watch.		
6.1.7	1 <sup>st</sup> Aid provisions in place.		
6.1.8	Remind participants involved that under WHS requirements they must: <ul style="list-style-type: none"> <li>➤ Comply with instructions given for work health and safety.</li> <li>➤ Use any provided personal protective equipment (PPE) and must be properly trained in how to use it.</li> <li>➤ Not willfully or recklessly interfere with or misuse anything provided for WHS at the workplace</li> <li>➤ Not willfully place others at risk and.</li> <li>➤ Not willfully injure themselves.</li> </ul>		
6.1.9	Hot showers to be provided.		
6.1.810	<b>IMPORTANT.</b> Be aware of all/any additional hazards which may exist specific to the venue being used, (for example if the venue has been changed etc.) Plan controls/ mitigation of hazards. Anticipate and prepare for the weather conditions.		
Approval	Sign: _____ Date: _____		
Note: NA = Not applicable, C = Complied with.			

**FORM 6 B**  
**Special Events**  
Revision 3  
DATE: 23/06/2020

**RISK ASSESSMENT**

Risk Assessment Checklist		NA	C
<p>Name of the event. <b>Kangaroo Island Bushfire Recovery</b>  <b>Glenelg Rotary Club Fencing Project</b>            Start date. Saturday 2nd May Completion date. Monday 22nd June. (Flexible).            Job description. To assist land holders on Kangaroo Island undertake replacement of fencing destroyed during the recent fires. The farms are in the areas of Parndana, Stokes Bay, Gosses, Karratta, Vivonne Bay and Middle River. Contact details of land holders to be supplied during weekly reports. Initially Bill Walsh is the only person from the Glenelg Rotary Club involved with this project.            Next of Kin. Sarah Walsh 0401-679210            Emergency Contact details.            Kingscote Police. (08)85532018. Emergency call, 000 or 131444            Parndana CFS. (08)85596192            Kingscote Ambulance Service. 1300 136272 Kingscote Hospital. (08)85534200 or (08)85534231</p>			
6 1 1	<p>Tasks. Controls            Vehicle travel sealed and gravel roads. Speed and local knowledge of roads.            Logbook to be used for all travel. Persons in charge must carry mobile/sat phone with Emergency contacts inserted. Camping in camper trailer. Obtain land holders permission prior to camping on their property. Gas and open fire cooking. Fire blankets, gloves, shovel.            Portable generator use. RCD use on outlets. Isolate generator when refueling. Use a small fuel container to transfer. Check all leads prior to use.</p>		
6 1 2	<p>Fencing.            Never work alone. Always use PPE. Observe WHS Manual Handling protocols.            To include but not limited to, Steel cap boots, gloves, eye protection, long pants and long sleeve shirts, sunscreen. Ensure there is a supply of water for drinking and washing. Sanitiser for cleaning surfaces others may have been in contact with.            Tractor use. Only use when instructed by farmer.            Maintain line of sight with operator.            Have a verbal understanding of intended operations prior to each day's work. Pinch point and crush injuries.</p>		
6 1 3	<p>Tools and wires            Post hole digger, post rammer. As above. Include correct manual handling of heavy posts and equipment. Beware Pinch point and crush injuries.            Iron dropper placement. Manual handling of droppers and rammer. Pinch point injuries.            Running barbed wire and cyclone wire. Manual handling of wires onto frame works. Controlled speed when laying wires. Ensure people are clear of whip back zones.</p>		
6 1 4	<p>Straining wires. Understanding of the tools being used.            Ensure people are clear of whip back zones.            Staples to fence posts. Use of hammers. PPE            Power and battery-operated tools. Knowledge of power tools to be used.            No loose clothing. Leads checked prior to use.            Chainsaw use. Understanding and practical demonstration of the use and maintenance of a Chainsaw. PPE, leg chaps, double eye protection, steel cap boots, gloves and gauntlets. Refueling procedures using smaller fuel container.</p>		
6 1 5	<p>IMPORTANT. Be aware of all/any additional hazards which may exist specific to the venue being used, (for example if the venue has been changed etc.) Plan controls/ mitigation of hazards. Anticipate and prepare for the weather conditions.</p>		
A P P R O V A L	<p>Sign _____ Date _____</p>		

**COVID 19**

**Legal requirements All Rotary Meetings District and Clubs (including Rotaract etc.)** ref <https://www.covid-19.sa.gov.au/recovery/create-a-covid-management-plan>

Risk Assessment Checklist		N/A	C
6C.1	<b>Declaration and Registration.</b> All attendees must sanitise their hands, be temperature tested, answer the Declaration questions provide a tracing contact and the date and sign the declaration.		
6C.2	If the temperature reading is over 37.5°C and /or the response to any of the questions is positive, the person will be asked to leave, isolate, see a Doctor and have a CORONAVIRUS test		
6C.3	The club will provide a COVID Marshal. The Marshal must have completed the COVD Marshal training and passed the examination. <a href="https://www.covid-19.sa.gov.au/recovery/covid-marshals">www.covid-19.sa.gov.au/recovery/covid-marshals</a> As of 21 August 2020 a COVID Marshal must supervise prescribed operations.		
6C.4	Copies of the required documents are attached.		
Sign.		Date	