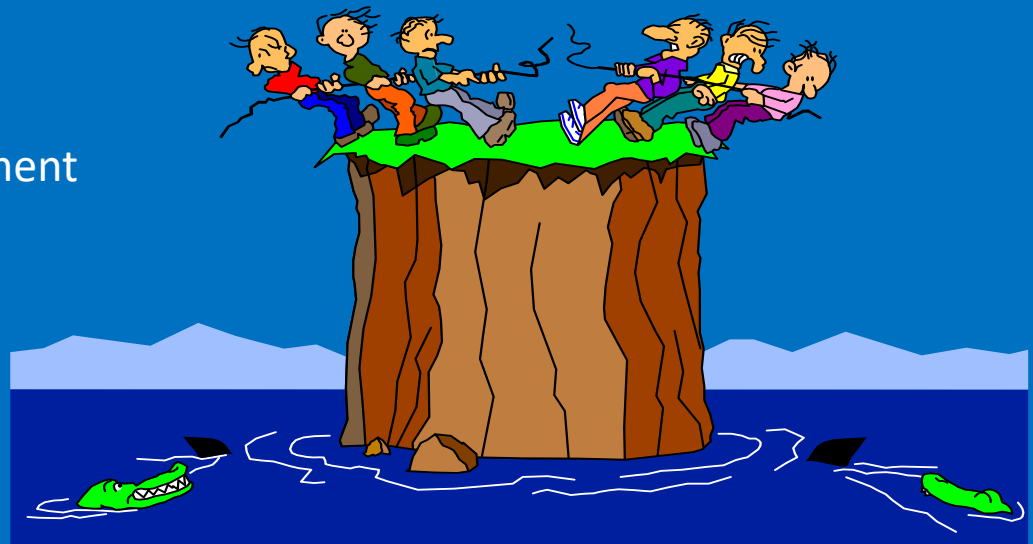




ROTARY:

District 9510
Risk Management





CONTACT US:



District 9510 Insurance Officer John Rix 0408 003 093
Belinda King District 9510 Risk Advisor Officer 0435 871 390

Risk Assessment Introduction

2020

GENERAL:

There are a number of types of 'risk' associated with all Rotary's activities some of which are:-

*

That a particular project does not achieve its desired goal – or worse, that money is actually lost on the venture – sometimes called **business or opportunity risk**.

*

The risk that Rotary might injure someone, damage property, or incur a liability through actual or perceived negligence (lack of due care) on the part of a Rotary Club, Rotary District or Rotary organisation or its members – generally called ROTARY INTERNATIONAL of personal injury or sickness for one or more of its members whilst on Rotary duty either in the home country or overseas.

*

The risk of damage to Rotary or Rotarian's property.

Whilst there is a responsibility to control and properly manage all forms of risk to achieve a successful outcome, These procedures are primarily concerned with 'Public Liability', personal injury to Rotarians, other Rotary participants while on Rotary duties, damage to Rotary and Rotarian's property.

Background:-

Rotary has a duty of care to its members and, in certain circumstances, to members of the public and must make reasonable endeavours to ensure due diligence with respect of public safety. Statutory obligations and the common law duty of care apply to all Rotarians, Rotary clubs and districts and other Rotary organisations in the conduct of any activity undertaken by them.

Until recently it was generally accepted that insurance provided the protection against the risk of public liability claims resulting from Rotary's activities. However the ability to gain insurance at affordable rates or, in some cases, to insure against legal responsibilities necessitates that Rotary must now re-evaluate how we identify, define and manage the risk associated with our activities in order to retain insurance cover.

Generally individual Rotarians are not personally named as defendants in claims as a result of an alleged negligence. Nevertheless a claimant may believe that an individual or group of Rotarians are personally responsible and may name them as the defendant or joint defendants.

To reduce the risk of a negligence claim being lodged against it, a Rotary club, district or organisation should examine the work health and safety requirements that apply to any specific activity in view of the potential risk of injury to themselves, other participants and members of the public and make an assessment of the risks involved.

In all situations, Rotary leaders of the activity should document the factors considered when making the assessment and the documents should be kept on file for legal and insurance purposes in the event of a claim being lodged at a later date. Production of these records may be required before a claim is accepted. In situations assessed as high risk,

Rotary leaders must consider whether to cease, continue with some changes or continue and accept the resultant risk of a liability claim. Remember the primary objective is to **keep people safe**.

The risk management is a process of examination and assessment. These procedures have been prepared to assist Rotary leaders in clubs, districts and other organisations to apply risk management procedures to all their activities.

Responsibility

Rotary leaders at club, district and organisation level are expected to implement work health and safety procedures for all activities undertaken by ensuring that

a) All participants are

- Ø Aware of and comply with all statutory health and safety requirements
- Ø Provided with adequate training to discharge their statutory responsibilities
- Ø Provided with training and supervision to enable them to carry out their tasks in a safe manner

b) All non participants are

- Ø Provided with adequate information in regard to health and safety requirements
- Ø Kept away from areas of potential hazard

c) All incidents or accidents are investigated promptly and details of the incident, those involved and witness statements are recorded and maintained in club/district/organisation files; the necessary corrective action is initiated and, where required, the appropriate reporting action is taken.

Risk Management

The principle of 'Risk Management' is based on the following procedural steps;

- Ø **Identify, analyse and prioritise** the potential hazard (the possible source or an injury, illness, disease, loss or damage)
- Ø **Assess the risk** (likelihood of the hazard resulting in an injury, illness, disease, loss or damage)
- Ø **Control the risk** (determine what action should be taken to remove or reduce the risk)
- Ø **Ongoing review** and evaluation to ensure continued effectiveness of the controls
- Ø Provide adequate insurance protection in the event that a potential hazard does result in an injury, illness, disease, loss or damage.

Conducting Risk Management Audits

Rotary, at club levels, should appoint a risk management authority within their organisation with the responsibility to appraise, control and monitor the risks factors involved in all current and future activities. At club level, this could be a single person or a sub-committee within the Club Service portfolio. The District has **Risk Advisers Belinda King and Peter Young** to assist as required.

At district committee level, it could be a single person or a sub-committee. Rotary organisations involved in Multi District or National activities should also designate a specific person or a small sub-committee to undertake Risk Management Audits.

Identification of Hazards

All Rotarians should become aware of the sources of possible injury, illness, disease, loss or damage associated with each and every activity which they plan to undertake or are currently undertaking. By identifying the source of the risk, the form that the risk could take, and the priority or seriousness of the risk, they can devise appropriate procedures to minimise the possibility of the injury, illness, disease, loss or damage occurring and, thereby, eliminate or reduce the risk.

Methods of identifying the Hazards

a) Existing activities

- Ø Observe the activity being undertaken
- Ø Describe each identifiable hazard in detail
- Ø Discuss the activity and potential hazards with other participants
- Ø Discuss the activity with other clubs or organisations who undertake similar activities

b) Planned activity

- Ø Using a 'what if' scenario describe each potential hazard in detail
- Ø Discuss with other clubs or organisations who undertake similar activities

Assess the Risk

After identifying each potential hazard, produce a detailed analysis of each hazard including:

- Ø The particular form that each hazard takes
- Ø The environment surrounding each hazard
- Ø The frequency in which the hazard occurs
- Ø The personnel potentially affected by the hazard
- Ø The likely injury, illness, disease, loss or damage caused by the hazard
- Ø The potential seriousness of the injury, illness, disease, loss or damage
- Ø The potential long term result
- Ø The person responsible for managing the risk

Risk Control

Taking each hazard in turn ascertain the impact on the activity or proposed activity if the hazard was removed from the activity totally. If total removal can be achieved the hazard no longer represents a risk. If it is ascertained that total removal is not a feasible option, identify the actions that need to be taken to control, reduce or manage the risk.

To make assessment considerably easier for clubs a series of **Checklists** are provided which cover the majority of routine Rotary activities. NB Checklist 1 is completed with every event (except Travel Checklist 7)

For all other activities **An Integrated Risk Management Matrix** is provided at the end of these procedures which will greatly assist in decision making.

Risk Control

For any hazards which are **not** covered by the Checklists:-

Take each hazard in turn and ascertain the impact on the activity or proposed activity if the hazard was removed from the activity totally. If total removal can be achieved the hazard no longer represents a risk. If it is ascertained that total removal is not a feasible option, identify the actions that need to be taken to control or reduce the risk. The following points need to be considered:

- Ø Substitution – ie can a less hazardous item be use?
- Ø Separation - ie can a person be moved away from the hazard or a barrier established?
- Ø Redesign - ie can the hazard be enclosed, isolated or relocated?
- Ø Protection - ie can protective equipment or clothing be used?
- Ø Timing - ie can the time of exposure to the hazard be reduced?
- Ø Control measures - ie can new operating procedures reduce exposure?

Using the above evaluation procedures the list of potential hazards can be divided into those hazards that can be reduced to an acceptable level by the application of control measures and those that cannot. Those hazards whose risks cannot be reduced to an acceptable level need to be reviewed to ascertain if additional or alternative controls can be applied.

At this stage each activity needs to be considered in relation to the 'cost/benefit' analysis.

- Ø What is the potential benefit to the organisation if the activity is carried out in its present form?
- Ø What will be the cost to the organisation if the activity is cancelled?
- Ø What is the potential cost to the organisation and members if the activity continues and the potential hazard occurs?
- Ø What is the potential benefit to the organisation if the activity is carried out with the hazard existing but controlled?

Unless the benefit greatly outweighs the cost, the activity should not be pursued. The final decision should be based on facts and data. Not on emotion or 'gut feelings'.

Review and Evaluation

This final step is as important as all the others. Control measures must undergo continuous review to ensure that the risks of the potential hazard have been reduced. Furthermore, the evaluation process ensures that the controls are still valid and that the potential hazard has not changed.

For activities conducted regularly, the evaluation process should be ongoing. For those activities conducted periodically, the evaluation process should occur each time prior to the activity being conducted.

Insurance

The role of insurance cover is to provide the final level of protection in the event that a potential hazard situation does occur despite all the appropriate precautions and risk reduction procedures having been implemented. Insurance protects the club, district committees, organisation or individual Rotarians against potentially devastating liability claims. Clubs, district committees, organisations and Rotarians who do not implement proper risk reduction controls could be held to have been negligent, or contributed to the negligence and could be required to contribute to the settlement of a claim.

Rotarians should not assume that each and every activity which they conduct is automatically covered by the Rotary insurance scheme. The **Rotary Insurance Proforma** and the specific **Risk Management Checklist** should be completed. In the event a Club requires guidance as to whether a certain activity would be covered under Rotary's insurance policies, contact the Insurance Officer for clarification.

No insurer will provide blanket cover. It is imperative that Rotarians, Rotary clubs and district committees and other Rotary organisations ensure, before they conduct an activity that it falls within the ambit of cover provided by the Rotary policy. In addition Rotary cannot provide indemnity under the Rotary policy to third parties without the prior agreement of the insurer. This is particularly so where any sort of commercial arrangement exists.

Insurances, Claims Management and Control

Over many years Rotary in Australia has been provided with excellent coverage for protection of assets and liabilities and cover for Rotarians in the event of accident. Due to circumstances, some of which are controllable and others outside the control of Rotary, we have seen cover change considerably, both in reduction of cover and substantial increases in the deductible or excess on most policies.

Clubs should be aware that **Public Liability** cover is now subject to a **\$2,500 excess**. Be aware that there is a total exclusion for bouncy castles, rodeos, railways (except scale model trains used for amusement rides), animal rides, child care services, martial arts, firearms, shooting and hunting. The policy has been extended to cover vicarious/contingent liability arising from the organization of and/or operation of Rotary run markets.

With the exception of Rotary run markets all cover is conditional upon the Insured (that is your Rotary Club) ensuring that primary contractors (that is organisations who do things for you at your activity) have in place a current Liability policy for \$5,000,000 or more with a reputable insurer.

In the event of a claim the Club would be required to produce evidence that such insurance was in place otherwise indemnity would not be granted and the Club would become liable for any claim made against it.

Personal Accident and Travel cover provided by the scheme extends to include all Rotarians and volunteers working on Club projects including whilst travelling to and from, provided such travel exceeds 50 kilometres from their place of residence or place of business and return to home or business. District's policy now excludes cover for personal injury or death whilst flying other than as a passenger in a commercial airline. Checklist 7 has specific details.

Club assets including registered trailer/catering vans are covered against **Accidental Loss or Damage**.

Claims Procedures

It is important that claims are settled quickly and fairly. To ensure that this occurs there are mandated procedures which must be complied with.

Make **immediate** contact with the Insurance Officer and follow his/her directions.

PLEASE DO NOT:-

- **Incur any expense by litigation or agreement.**
- **Admit liability verbally or in writing.**

Otherwise you may prejudice your claim.

Conclusion

We have a unique and comprehensive Rotary insurance scheme which provides adequate cover at affordable premiums to all Rotarians in their role of providing service to the community. We must protect and maintain that insurance cover for future generations of Rotarians.

Risk Assessment Checklists

2020

Checklist 1 :- General

2:- Barbeques and All Cooking events

3:- Markets / Trading / Swap meets/ Flea Markets

*4:- Fashion Shows/ Balls/ Concerts/Art Shows/Quiz Nights/Film Shows
/Fund Raising/ District Conferences/ Club Change-overs.*

*5:- Roadside clearing/ Calperum/ Tree Planting/ Bush walking & all other
outdoor activities/ Duck Races/ Motorcycle and Bicycle runs*

6:- Special events (for risks which are not covered elsewhere).

6A Cold Plunge

6B Kangaroo Island Fencing project.

6C Coronavirus/ Covid-19 issues)

7:- Travel.

Revision 7

RISK ASSESSMENT



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.				

A Guide for Clubs

What you need to know and do

- 1) Complete and return Annual Club Insurance/Protection Declaration (ie an Asset Register) to the District Insurance Officer, by 30th April each year.
- 2) Complete an **Insurance Declaration** prior to the commencement of **any** Project.
- 3) A Disclaimer is required to enable participation in **any sport, game, match, race, practice, training course, trial contest or competition** organised by the club.
- 4) Vendors/Stallholders who operate at club organised Markets/Swap Meets or the like must have their own insurance. **“No insurance -- no come”** rule to be strictly applied.
- 5) For all Vendors/Stallholders who purchase the Stallholders Liability Insurance from Rotary it is mandatory to complete the register of these purchasers and to provide a copy of the Stallholders Liability Insurance Flyer to these purchasers.
- 6) If using Rotary Travel Insurance, a **“Fit to Travel”** letter **must** be obtained from a GP
- 7) Offering cover under Rotary Insurance to other entities or bodies is strictly prohibited.
- 8) All Youth Program Volunteers (as defined) must complete a Volunteer Information and Declaration (**Form 3**) prior to any interface with minors.
- 9) Be aware that Rotary (Bunnings & most councils) have hot work policies to avoid heat stress when temperatures are elevated, provide drinking water, shade, hats schedule frequent breaks, and should the temperature reach and maintain **34°C = 93.2°F**, cease work.
- 10) If after setting up for the particular function it becomes necessary to reorganise part of the set up or change locations due to for example, a sudden weather change, or finding that the set-up is in an unsuitable position and the whole event needs to be partially or completely set-up again. Run through the risk assessment elements when the setup is again finally completed to ensure all facets are still applicable and adequate. (this is *“Dynamic Risk Assessment”*).

For further information on Rotary Risk Management & Insurance matters please contact your

**District Risk Assessment Officer / Advisor and/or
District Insurance Officer.**

Checklist 2
Barbeques &
Food/Cooking Events **RISK ASSESSMENT**
Revision 7 DATE 12/08/2020

Risk Assessment Checklist		NA	C
2.1.1	Name of the event: : Complete Checklist 1 & COVID -19 checklist 6D for each BBQ All BBQs at Coles, Bunnings and any other ad hoc venues using Rotary club BBQ equipment Date: As required (or, for example, all of 2021) If this event is to be repeated with identical requirements list the dates on Checklist 1.		
2.1.2	One member must carry a mobile/sat phone with applicable Emergency, Police, Fire and Ambulance numbers inserted.		
2.1.3	Observe approved food handling practices, ideally have all Rotarians with safe food handling training completed on duty. (ISO 22000 refers) Wear Aprons, tie back or cover long hair.		
2.1.4	Designed for short-term use, powder free vinyl gloves offer an effective alternative to latex while providing an effective temporary barrier against biological contaminants. Blue Vinyl gloves provide easy identification in food preparation and these also indicate to the public that Rotary is observing best practices.		
2.1.5	Change gloves when changing the food type being handled. Hand washing should still be undertaken. Have Hand washing facilities available		
2.1.6	The nominated member handing cash must not handle food.		
2.1.7	IMPORTANT. Be aware of all/any additional hazards which may exist specific to the venue being used, (for example if the venue is beside a lake or on a boat etc.) Plan controls/ mitigation of hazards. Anticipate and prepare for the weather conditions.		
2.1.8	Check Barbeques, ovens, other heating or cooling appliances for cleanliness and condition.		
2.1.9	Check all the equipment to be used: - <ul style="list-style-type: none"> ➤ Gas bottles, for condition, seals, connections tight, (use an electronic leak detector). ➤ Check the Regulator for condition and leaks. ➤ Check the gas bottle hose for cracks and other general deterioration. ➤ Use an electronic leak detector. If there is no electronic leak detector: Put some soapy water in a spray bottle, turn on the gas bottle without turning on the BBQ. Spray the entire valve, regulator and hose assembly with the soapy water. ➤ Bubbles will form if there is a gas leak and you may also smell gas. When done, rinse with clean water to remove the soap solution. ➤ Ensure that the BBQ non-stick sheets are clean. ➤ Line the drip tray with foil and put a layer of sand in the tray to absorb the fat and lessen the likelihood of flare-ups. Clean after use. ➤ NEVER spray water on BBQ flare ups or on any grease fire. 		
2.1.10	Fire extinguisher/s in date and in position. Fire blankets in place if required.		
2.1.11	Use a suitable meat thermometer to sample meat to ensure that it is adequately cooked.		
2.1.12	Where to Place Your BBQ for Use Adequate ventilation is essential when using a BBQ to allow the gas to burn and burnt gases to dissipate. Gas BBQs should NEVER be used indoors because of the risk of toxic fumes, smoke or even fire. BBQs should never be used near flammable objects and children should be kept safely away from electric / gas BBQs and gas bottles. BBQ Emergency Procedures (Brief all present) If any leakage from the valve of a BBQ gas bottle is detected or suspected, move the gas bottle to a safe location at least 20 metres from any possible source of ignition. Check valve is turned off. Keep away from flames and sparks and hose with water. If it is not possible to stop the leak, keep the leak uppermost so that only gas, and not liquid, escapes. Keep hands and face away from any escaping gas or liquid. In an emergency dial 000 for Fire Brigade or Police - Immediately.		
2.1.13	All electrical equipment and extension leads should be in good condition and have evidence of being tested and carry current test tags.		
Approval	Sign: _____ Date: _____		
Note: NA = Not applicable, C = Complied with.			

Risk Assessment Checklist		NA	C
3.1.1	Complete Checklist 1. Name of the event: Date: If this event is to be repeated with identical requirements list the dates on Checklist 1.		
3.1.2	One member must carry a mobile/sat phone with applicable Emergency Police, Fire and Ambulance numbers inserted. 1 st Aid provisions in place. Firefighting equipment on site?		
3.1.3	Venue permission obtained, (Landowner, Government , Council, Sporting entity etc.) preferably written. Comply with any conditions/instructions attached.		
3.1.4	Comply with the Rotary National Insurance Program Stallholders insurance overview. (next pages). Complete form and send to Rotary District Insurance Officer		
3.1.5	Stall holders must carry their own insurance and must produce a copy. <i>(There are some dedicated Aon Market Trading insurances available)</i> NB. The sale of used electrical goods is not permitted.		
3.1.6	Bouncy Castles, Trampolines, Pony Rides, Mechanised rides fairground rides etc. must carry their own insurance. <i>Please do not get involved! (see Introduction for more detail)</i>		
3.1.7	Under Work Health and Safety Legislation (All states and Territories) we are obliged to: - <ul style="list-style-type: none"> ➤ Provide Safe work premises. ➤ Assess risks and implement control measures as required. ➤ Ensure safe use and handling of goods and substances ➤ Provide and maintain safe machinery and materials. Standard Operating Procedures provided as required. ➤ Assess workplace layout and provide safe systems of work ➤ Provide a suitable working environment and facilities ➤ Have insurance and in some cases workers compensation in the case of employees. ➤ IMPORTANT. Be aware of all/any additional hazards which may exist specific to the venue being used, (for example if the venue is beside a lake or on a boat e.g.) Plan controls/ mitigation of hazards. Anticipate and prepare for the weather conditions. 		
3.1.8	To satisfy the above (3.1.7) carry out a detailed inspection of the site and ask the appropriate questions. The legal obligations will vary according to circumstances and industry. In some cases, you may need to seek legal opinion as to what is applicable to your specific situation. Peter Kaye is the contact. <i>(page 8 of the Stallholders Insurance Overview)</i>		
3.1.9	Ensure everyone involved that under WHS requirements they must:- (Nominate a WHS Supervisor) <ul style="list-style-type: none"> ➤ Comply with instructions given for work health and safety. ➤ Use any provided personal protective equipment (PPE) and must be properly trained in how to use it. ➤ Not willfully or recklessly interfere with or misuse anything provided for WHS at the workplace ➤ Not willfully place others at risk and, ➤ Not willfully injure themselves. 		
3.1.10	If your market stall obstructs the footpath, you may need to obtain a footpath usage or obstruction permit from your local council. This permit helps to protect public safety and ensures that the natural environment is cared for. You can find out from the market organiser if they obtain this permit on your behalf, or if you'll need to obtain one yourself. If you do need to obtain the footpath usage/obstruction permit to hold a market stall, you can search the Australian Business License and Information Service (ABLIS) to find one relevant to your local council.		
3.1.11	The sale of alcohol requires a license, the selling of alcohol is restricted to persons over 18 years		
Approval	Sign: _____ Date: _____		
Note: NA = Not applicable, C = Complied with.			

Rotary National Insurance Program

Stallholders Insurance Overview

March 2017

Coverage Summary

Insured

Declared stallholders of markets which are arranged by Insured Rotary members

Period of Insurance

From 4.00 p.m. on 30th June 2017) Local

To 4.00 p.m. on 30th June 2018) Time

Limit of Liability

Public Liability \$10,000,000 any one occurrence

Products Liability \$10,000,000 any one period of insurance

Deductible

\$500 each and every claim

Premium Per Stall

\$6.00 per stallholder, per market inclusive of statutory charges and GST.

Rotary Club's Responsibilities

1. Maintain a record of all Stallholders that require to be covered by this Insurance. Please use the attached template – “Rotary Insured Stallholders 2016 Register”.
2. Give every Stallholder that purchase this Insurance a copy of the Policy Summary that highlights the exclusions.
3. Ensure that the markets are conducted in accordance with all local legislation requirements in particular Occupational, Health & Safety.
4. Report any incidents to your DIO as soon as possible but no greater than 30 days from the date of the incident.

Rotary Insured Stallholders 2017 Register

Name of Market	
Address of Market	
Date of Market	
Time of Market (commencement to completion)	
Name of Stallholder	
Contact Details of Stallholder	
Telephone Number	
Postal Address	
Type of Stall (e.g. Food, Clothing, Furniture)	
Limit of Public Liability Limit of Products Liability	\$10,000,000 any one occurrence \$10,000,000 any one period of insurance
Deductible:	\$500 each and every claim

General Exclusions

As with any insurance policy, there are exclusions. Listed below is an extract from the policy wording. We recommend that you take the time to read the wording for full policy limits and exclusions.

- Second hand mechanical goods, electrical goods and toys (new mechanical/electrical goods and toys will be covered);
- Medicines, potions, oils, fragrances, soaps and beauty products (but oils, fragrances, soaps and beauty products will be covered if predominantly consisting of natural ingredients);
- Hazardous, flammable or dangerous goods.
- Massage, manipulation, chiropractic or similar;
- There is no cover for massage therapies or treatments provided by stallholders.

Market Liability Insurance Declaration

Please complete the details below and attach payment when sending

Name of Rotary Club and District:	[]
Name of Market:	[]
Dates of Market:	[]
Market Location:	[]
Contact Name:	[]
Phone Number:	[]
This is payment for _____ (total number of) stallholders at the rate of \$6.00 each	
Total \$ _____	
<input type="checkbox"/> Paid into Bank Account on - / - / -	
<input type="checkbox"/> Cheque payable to One Underwriting Pty Ltd attached	
Please tick whichever is applicable	

Signature: _____ Date: _____

Please make payment direct into our bank account as follows:

Financial Institution Name:	National Australian Bank
Account Name:	One Underwriting Pty Ltd S981B Trust Account
BSB No:	083-155
Account No:	559083425
Please include the name of your Rotary Club as reference with your payment	

This Declaration and any payments by cheque to be sent to:

One Underwriting Pty Ltd
Level 30,
201 Kent Street,
Sydney NSW 2000

In the event of an accident/claim

REPORTING INCIDENT

Please report all incidents to:

Fax: 1300 858 329

Email: insclaims@proclaim.com.au

PROCLAIM HELP DESK - 03 9660 5200

For all other enquiries:

Maria Rosman

Manager Insurance Liability Team

Locked Bag 32012

Collin St East, VIC 8003

Phone: 03 9660 5257

Contact Details

Rotary Insurance Program

National Insurance Committee Member	Peter Kaye
Email Address	pkaye1@bigpond.com
Contact phone number	07 4779 5394

Aon Risk Services

Service Executive	Dominic Cannonr
Email Address	dominic.cannon@aon.com
Contact phone number	07 3223 7467
Client Manager	Michael Hambleton
Email Address	michael.hambleton@aon.com
Contact phone number	07 3223 7554

Note

Please note this presentation is not intended to replace the policy schedule and wording. We recommend that you review these documents at least annually to ensure that they meet your needs and requirements.

May 2019 Additional Stall Holder Information which must be complied with :-

Dear Colleagues

In accordance with our ongoing goal to provide consistency in risk management, we seek your assistance to support your District Insurance Officers in their delivery of important information to Clubs.

It has been brought to the attention of the National Insurance Committee (NIC) that there is a lack of understanding by many Clubs of the insurance requirements and procedures for Markets, Car-Boot Sales, Swap Meets, Flea Markets and the like.

In most instances Clubs refer uninsured stallholders to **One Underwriting** for Public Liability Insurance cover when attending an event, however there are specific products which are excluded under the policy and we have no control over what is being offered for sale.

We have an obligation to advise Stallholders of these Exclusions and make them aware that should they sell excluded goods they do so at their own risk and choice.

Ideally, we would like every Stallholder to sign a Release & Indemnity acknowledging this, but the practicalities makes it impossible to implement. We must ensure that every Stallholder receives a Summary of the One Underwriting insurance cover, and a copy of the Release & Indemnity so they understand the terms and conditions of participating, and the NIC seeks your assistance in discussing how this can be done with your District's events with your DIO.

Attached is a copy of the One Underwriting Summary and a Release & Indemnity. We suggest they be printed as one document with Summary on the front and the R&I on the back as hard copy available to Stallholders, or electronically when registering online.

If you have any queries or require further information, please let us know.

Regards

Peter

Peter Kaye PDG

D9550 Insurance & Protection Officer

Chair National Insurance Committee

Ph: 61 7 4779 5394

Mobile: 0407 657564

Email: pkaye1@bigpond.com

Post: 1 Westminster Mews Douglas QLD 4814

Additional Stall Holder Information which must be complied with: Summary of Stall Holder's Public & Products Liability Insurance

Insured	Stall holders at Rotary organised markets as declared to insurers
Insurer	Certain Underwriters at Lloyds of London
Limit of Indemnity	\$10,000,000 per occurrence and in the aggregate for Products Liability
Deductable	\$500 each claim or series of claims arising from the one originating cause inclusive of costs.
Premium	\$6.00 per stall holder per market inclusive of statutory charges and GST.
Policy wording	Lloyds of London Combined Liability Policy wording available from www.stallinsure.com.au
Note Any queries in relation to the policy should be directed to One Underwriting at the following address:- One UNDERWRITING Peter Gazimati CAN /Senior Underwriter-Casualty One Underwriting Pty Ltd 201 Kent Street, Sydney. NSW 2000 t +61 2 9253 / 217 : m +61412 597 062 peter.gazimati@oneunderwriting.com.au www.oneunderwriting.com.au	Certain products are not covered under the policy , these are:-
	*Second hand mechanical goods, electrical goods and toys (new mechanical/electrical goods and toys will be covered).
	* Medicines, potions, oils, fragrances, soaps and beauty products (but oils, fragrances, soaps and beauty products will be covered if predominantly consisting of natural ingredients)
	* Hazardous , Flammable or Dangerous goods.
	* Massage, manipulation, chiropractic or similar.
	* There is no cover for massage therapies or treatments provided by stallholders.

Freeman McMurrick Pty Ltd has changed its name to One Underwriting Pty Ltd

A fresh new look, expanded product range, same experienced underwriting team

Initial Revision 28 May 2019.

Checklist 4

Fashion Shows / Balls / Concerts RISK ASSESSMENT Art Shows, Quiz Nights, Film Shows, Fund Raising District Conferences, Club Change-overs.

Revision 3 DATE: 12/08/2020

Risk Assessment Checklist		NA	C
4.1.1	Name of the event: Date: If this event is to be repeated with identical requirements list the dates on Checklist 1. Complete Checklist 1		
4.1.2	One member or a member of the organisation hired for the function must carry a mobile sat/phone with current Emergency Police, Fire and Ambulance numbers inserted.		
4.1.3	Theatre, Hall, Conference / Auditoria / Hall must be insured, and a copy made available.		
4.1.4	All other venues, eg. Registration venue, Dinner / Restaurant venues / House of Friendship etc. Must be insured.		
4.1.5	At all venues 1 st Aid provisions in place. Full fire detection and fighting facilities in place. MCs to formally detail evacuation protocols at commencement of each event.		
4.1.6	Under Work Health and Safety Legislation (All States and Territories) venues are obliged to: <ul style="list-style-type: none"> ➤ Provide Safe work premises. Nominate a WHS supervisor. ➤ Assess risks and implement control measures as required. ➤ Ensure safe use and handling of goods and substances ➤ Provide and maintain safe machinery and materials ➤ Assess workplace layout and provide safe systems of work ➤ Provide a suitable working environment and facilities ➤ Have insurance and in the case of employees, workers compensation. 		
4.1.7	IMPORTANT. Be aware of all/any additional hazards which may exist specific to the venue being used, (for example if the venue is beside a lake or on a boat etc.) Plan controls/ mitigation of hazards. Anticipate and prepare for forecast inclement weather conditions.		
4.1.8	To satisfy the above (1.1.5) carry out a detailed inspection of the site and ask the appropriate questions. The legal obligations will vary according to circumstances and industry. In some cases, you may need to seek legal opinion on what is applicable to your situation. Peter Tiffin is the contact. Governance s advised.		
4.1.9	Remind venues involved that under WHS requirements they must: <ul style="list-style-type: none"> ➤ Comply with instructions given for work health and safety. ➤ Use and be trained to use provided personal protective equipment (PPE). ➤ Not willfully or recklessly interfere with or misuse anything provided for WHS at the workplace. ➤ Not willfully place others at risk and, ➤ Not willfully injure themselves. ➤ Comply with COVID-19 registration and make declarations. 		
4.1.10	Where there is a stage provided and access from the auditorium floor is via steps there must be handrail/s provided. Mosh pitting and all similar practices will not be permitted. Floors and stairs fully compliant with latest standards.		
4.1.11	The sale of alcohol requires a seller's license and selling restricted to over 18s only qualified dedicated staff to serve.		
4.1.12	All venues to be fully disabled person friendly. Lifts provided and disabled seating provisions as required.		
4.1.13	All venues must have clear emergency vehicle access and egress.		
Approval	Sign: _____ Date: _____		
Note: NA = Not applicable, C = Complied with.			

Checklist 5

Roadside Clearing

Calperum / Tree Planting,

Outside project type activities, Duck Races, Motorcycle and Bicycle runs etc.

Revision 3

DATE: 12/08/2020

RISK ASSESSMENT

Rotary
Districts of Australia



Risk Assessment Checklist		NA	C
5.1.1	Name of the event: Date: _____ If this event is to be repeated with identical requirements list the dates on Checklist 1 Complete Checklist 1.		
5.1.2	One member must carry a mobile/sat phone with current emergency Police, Fire and Ambulance numbers inserted. First Aid Kit to be provided.		
5.1.3	IMPORTANT. Be aware of all/any additional hazards which may exist specific to the venue being used, (for example if the venue is beside a lake) Plan controls/ mitigation of hazards.		
5.1.4	All outside functions: Study the weather forecast for the area so that you know what to expect. Do not continue work in increment weather ie. High heat (see notes on Form1) or very cold environment. Heat stress is very dangerous. Provide sunscreen, bottled water and mosquito / insect repellent. While high temperatures and humidity are obviously risk factors, other contributing factors are: physical demands of tasks, degree of acclimatisation, health status, with the risk increasing if the person is over 60 years of age, is overweight, has heart disease or high blood pressure, takes medications that may be affected by extreme heat is under the influence of alcohol or other drugs. Wherever possible, avoid exposure to extreme heat, sun and humidity.		
5.1.5	Outside functions. Dress appropriately, Hi Viz jackets where exposed to any traffic, keep well covered, long trousers, closed in shoes or boots, sunglasses, insect repellent, bottled water and a sun hat. Eg. In Calperum snakes are plentiful in spring summer and autumn! Avoid long grass. If your work is in a remote location, ensure that someone at the base camp knows where your group is going to. Roadside clean-up. Clear briefings on the task and dangers, disposal of rubbish		
5.1.6	Under Work Health and Safety Legislation (All States and Territories) venues are obliged to: - <ul style="list-style-type: none"> ➤ Provide Safe work environment. Have insurance in place and in the case of employees, workers compensation ➤ Assess risks and implement control measures as required. ➤ Ensure safe use and handling of goods and substances ➤ Provide and maintain safe machinery and materials. Assess workplace layout and provide safe systems of work & SOPS. ➤ Provide a suitable working environment and facilities 		
5.1.7	Remind everyone involved that under WHS requirements they must <ul style="list-style-type: none"> ➤ Comply with instructions given by a responsible person for work health and safety. ➤ Use any provided personal protective equipment (PPE) and must be properly trained in how to use it. ➤ Not willfully or recklessly interfere with or misuse anything provided for WHS at the workplace ➤ Not willfully place others at risk and not willfully injure themselves. 		
5.1.8	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 required.		
5.1.9	<ul style="list-style-type: none"> ➤ Machinery and lawn mowers etc. for condition, all guards fitted and effective. ➤ Tools in general use PPE /SOPs as required ➤ Be aware of any bushfire warnings or bushfire bans. ➤ Consider the risk of fire before grinding, welding, slashing, mowing, or driving vehicles or plant through dry grass, pastures or crops. Driving vehicles with catalytic converters through dry vegetation is particularly hazardous. 		
5.1.10	Motorcycle / Bike riding events: Check serviceability of motorbikes/bicycles, wheels, tyres, chains etc. Ensure that riders are competent Hi Viz clothing, gloves, safety helmet, gloves, appropriate closed in shoes (NO thongs), sunscreen provided, sunglasses, insect repellent, bottled water. Lights if required. Exact route planning in place, emergency arrangements detailed. Support vehicles.		
Approval	Sign: _____ Date: _____		
Note: NA = Not applicable, C = Complied with.			

RISK ASSESSMENT

Risk Assessment Checklist		NA	C
6.1.1	Name of the event. (eg COLD PLUNGE Rotary Club of Glenelg) <i>(For each special function fill in your task, your club and number the details to suit.)</i> 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 must 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 st Aid provisions in place.		
6.1.8	Remind participants involved that under WHS requirements they must: ➤ Comply with instructions given for work health and safety. ➤ Use any provided personal protective equipment (PPE) and must be properly trained in how to use it. ➤ Not willfully or recklessly interfere with or misuse anything provided for WHS at the workplace ➤ Not willfully place others at risk and. ➤ Not willfully injure themselves.		
6.1.9	Hot showers to be provided.		
6.1.810	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.		
Approval	Sign: _____ Date: _____		
Note: NA = Not applicable, C = Complied with.			

FORM 6 B EXAMPLE ONLY

Special Events

Revision 3

DATE: 23/06/2020

RISK ASSESSMENT

Risk Assessment Checklist		NA	C
<p>Name of the event. Kangaroo Island Bushfire Recovery Glenelg Rotary Club Fencing Project 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>		

RISK ASSESSMENT

Risk Assessment Checklist		NA	C
Name of the event. Complete form using previous as an example			
6 . 1 . 1			
6 . 1 . 2			
6 . 1 . 3			
6 . 1 . 4			
6 . 1 . 5			
A p p r o v a l	Sign		Date

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	Declaration and Registration. 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 COVID Marshal training and passed the examination. www.covid-19.sa.gov.au/recovery/covid-marshals As of 21 August 2020 a COVID Marshal must supervise prescribed operations.		
6C.4	Copies of the required documents are attached.		
Sign.		Date	

CORONA VIRUS (COVID-19) Attendees & Visitor Registration & Declaration

Prior to entry we ask that you complete this declaration, in relation to your possible exposure to COVID 19 (Coronavirus).

Please sanitise your hands on arrival. We will check your temperature. These measures are in place so that we can continue to keep our club and community safe.

Thank you for your cooperation. Please read the questions and answer accurately.

I declare to the best of my knowledge,

Questionnaire:-

*Have you had contact with a suspected or confirmed COVID-19 case, including family, in the last 14days?

* Have you returned from outside SA from VIC, NSW or overseas including the airport terminal or carpark in the last 14 days?

* Do you currently have a temperature (over 37.5°C) is your temperature within the temperature range or have history of a fever or chills (in the last 72 hours) or any respiratory or flu symptoms such as (sore or scratchy throat, cough, shortness of breath , headache, muscle ache , runny nose or nasal congestion?)

* Do you currently have or have you recently had symptoms such as loss of taste or smell or nausea, vomiting or diarrhoea?

* Have you been in close contact or live with someone who is self-isolating, under quarantine, being tested or waiting to be tested for COVID-19?

Please note that untruthful declarations may be reported to the relevant authorities and you will risk a \$25,000 fine.

If you answer yes to any of the above please do not enter this venue. *Please go home, isolate, see a Doctor & get tested.*

If you answer no to all of the above please sign in on the attached form.

Thank-you for your cooperation with our COVIC Marshals and assistance in keeping our members, visitors and the venue workforce safe,

Form 6C part 2



Sign in on the next pages

Corona Virus (COVID 19) Plan for Rotary Clubs BBQ's


- When selecting operatives, the Rotary coordinator must ask if anyone has (or has had) any of the Corona Virus symptoms? (ie. shortness of breath, flu symptoms, high temperature, loss of the ability to smell?) or, has been in contact with any other person who has tested positive to the virus, or has recently returned to SA from NSW or VIC. If any symptoms are identified please do not use any of these personnel. (Refer them to isolate/see a Doctor & be tested.)
- Provide at least 5 persons present at any time within the working area. All operatives must maintain appropriate **social distancing** and **cleanliness** and must wear **appropriate covered footwear, gloves and masks (if appropriate)** and **clean aprons**.
- Have at least 2 BBQ operatives who have completed a **food handling course**.
- The **BBQ Captain** (as listed on Checklist 1) is responsible for ensuring the plan including customer ordering, flow and social distancing (1.5m), hand sanitising, and deep cleaning is followed at all times. The coordinator must liaise with the venue company (Bunnings, Local council etc. to identify and ensure compliance with any venue specific requirements
- One operator identified as cashier is to be isolated from the remainder of the crew and must NOT handle food or drink. The use of cashless payments encouraged where possible. Cashier to wear gloves which must be sanitised frequently or replaced.
- One operative is assigned to cooking duties. Minimum hand sanitising every 60 minutes. Maintain standard rules concerning food safety. All food must remain covered except when cooking.
- One or two operatives are assigned to putting the order together and another assigned to dispensing the sauces. Sanitiser and disinfectant is to be provided for both operatives and customers. Customers encouraged to use hand sanitiser
- Deep cleaning of all surfaces, tables, serving areas and utensils must be carried out every 60 minutes using disinfectant and disposable cloths. Used cleaning cloths must be disposed of into a garbage bag.
- Immediately clean any accidental spillages and thoroughly clean any associated equipment. Properly dispose of any materials used for this purpose.
- Set up the public side of the serving area to maintain social separation ie keep customers 1.5 meters apart. Have signage, markings on the ground or other indicators where possible to assist customers achieve appropriate distancing and flow.
- Maintain a record of all volunteers involved during the day which includes full name, contact details and duty times. This information must be maintained by the club in case it is required for Contact tracing.
- Some organisations may require Rotary to provide additional paper work e.g. copies of insurance, and incorporation certificate.
- In addition to the 3 required checklists which are to be completed and forwarded to the Insurance officer, **it is imperative that all of the above must be complied with.**
- **Sign** **Date.....**

Personal Details			
Name:			
<p>This form must be completed and forwarded to the District Insurance Officer <u>3 weeks prior to travel</u>.</p> <p>Place a tick in either 'Yes' or 'No'. Where the question is not applicable to your travel – tick 'N/A'.</p> <p>Please provide brief details for any question that you have ticked 'Yes'.</p>			
Destinations(s):			
Purpose of Travel:		Is this trip to include holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact details (eg. Mobile phone, local phone, email):			
Your Travel			
What is your length of stay? Details:			
Is this your first visit to the location? Details:			
Are you travelling alone? Details:			
Are you meeting Rotarians? Details:			
Your Health			
Do you have any medical conditions that may be aggravated by this travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Please provide details:			
Is the destination at risk of infectious diseases for which no vaccination is available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Please provide details:			
Do you require specific medications that may be difficult to obtain at your destination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Please provide details:			
Will you be carrying prescription drugs with you? <i>Be aware some countries have different drug laws (view Travel Doctor tmvc.com.au)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Please provide details:			
You MUST disclose to the insurer details of any pre-existing medical/health condition(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Please provide details:			
Are you travelling against the advice of a qualified medical practitioner?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Please provide details:			
Natural Environment			
Will you be exposed to climatic extremes (eg: excessive heat, cold, humidity, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Please provide details:			
Is the location subject to extreme weather or natural events (eg: hurricanes, Tornadoes, earthquakes, flooding, avalanche, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Do you intend to undertake:	<input type="checkbox"/> Motor racing, <input type="checkbox"/> Motorcycle racing, <input type="checkbox"/> BMX, <input type="checkbox"/> Cycle racing, <input type="checkbox"/> Horse riding, <input type="checkbox"/> Rock climbing, <input type="checkbox"/> Hand gliding, <input type="checkbox"/> Bungee jumping, <input type="checkbox"/> Surfing, <input type="checkbox"/> Parachuting, <input type="checkbox"/> Paragliding <input type="checkbox"/> Flying (except RPT – Regular Public Transport).		
Please provide details:			

Wildlife	
Will you have contact with domestic, wild or feral animals (ie: physical injury, infectious diseases etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please provide details:	
Will you have contact with biting/stinging reptiles or insects (other than mosquitoes)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please provide details:	
Eating and Drinking	
Will the destination have difficulty providing reliable/safe drinking water/ice?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please provide details:	
Will the destination have difficulty providing reliable/safe food (ie: cooked and uncooked?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please provide details:	
Accommodation	
Will there be difficulty obtaining reliable and adequate commercial accommodation (eg: hotels)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will there be difficulty obtaining reliable and adequate domestic accommodation (developed domestic homes)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will there be difficulty obtaining reliable and adequate rural – 'village-style' Accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Accommodation is mainly provided by: <input type="checkbox"/> Rural domiciles <input type="checkbox"/> On board river/sea vessel <input type="checkbox"/> Motor vehicle/Campervan <input type="checkbox"/> Camping <input type="checkbox"/> Bivouacking/hiking	
Is local sanitation poor or inadequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Socio-Cultural Environment	
Are you familiar with the local environment (eg: laws, religion, culture, customs, etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have any knowledge of local languages?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Technology and Infrastructure	
Is there difficulty obtaining adequate and reliable emergency services (eg: police, ambulance etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there difficulty obtaining adequate and reliable medical care (eg: hospitals, first aid, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the local power supply poor or unreliable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are safety standards for equipment and operation significantly below those of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Work Environment	
Are you undertaking work in confined spaces or working at heights?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are you working with or exposed to hazardous chemical/radiation sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are you working with plant, industrial, agricultural or other potentially hazardous equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



Transportation	
If you are undertaking significant travel using railway systems, is the system unreliable or unsafe?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If you are undertaking significant travel using ferries/charter vessel services, are they seen as unreliable or unsafe?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If you are undertaking significant domestic air travel, is it seen as unreliable or unsafe?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If you are undertaking significant road travel, are local road, traffic and vehicle conditions considered unreliable or unsafe? NOTE: For over 75 yr old travellers - most hire car companies require a letter from your GP stating you are fit to drive.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Communications	
Will you be out of mobile phone network coverage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will contact via landline, phone, fax, email be difficult?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will your travel plans be subject to sudden and/or frequent changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Security	
Is the destination at risk of infectious diseases for which no vaccination is available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the destination(s) regarded as risky from a violent crime perspective?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there active terrorism and/or civil unrest in the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are you taking Rotary related assets with a value of greater than AU\$1,000 ie: laptop)? If so describe below – what precautions will be taken against theft.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please provide details:	
Are you visiting any specific sites that may be seen as attractive targets for violent civil protest or terrorist actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please provide details:	
In the event of a crisis requiring emergency evacuation, have you a detailed plan to leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Please provide details:	
Have you read the Travel Advisories / Warnings of the Department of Foreign Affairs and Trade (DFAT) and City Brief?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>Name: _____ Signed: _____ Date: _____</p>	
District Use Only	
Outcome of assessment:	
Assessment conducted by:	Date processed: (dd/mm/yyyy): <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> / <div style="border: 1px solid black; width: 30px; height: 30px; margin-right: 5px;"></div> / <div style="border: 1px solid black; width: 30px; height: 30px;"></div> </div>

ROTARY District 9510 ISO 3001:2009							<div>Rotary District 9510</div> 						
INTEGRATED RISK MATRIX							LIKELIHOOD						
							Historical:	"Unheard of in Rotary"	"Has occurred once or twice in Rotary"	"Has occurred many times in the Rotary, but not in the Club"	"Has occurred once or twice in the Club"	"Has occurred frequently in the Club"	"Has occurred frequently at the function".
							Frequency: (Continuous Operation)	Once every 10,000 – 100,000* years at location.	Once every 1,000 – 10,000 years at location.	Once every 100 – 1,000 years at location.	Once every 10 – 100 years at location.	Once every 1 – 10 years at location	More than once a year at location or continuously.
							Probability: (Single activity)	1 in 100,000 – 1,000,000*	1 in 10,000 – 100,000	1 in 1,000 – 10,000	1 in 100 – 1000	1 in 10 – 100	>1 in 10
								1	2	3	4	5	6
								Remote	Highly Unlikely	Unlikely	Possible	Quite Likely	Likely
CONSEQUENCE (SEVERITY)	People	Environment	Assets	Reputation	Security								
	> 20 Fatalities (or Permanent Total Disabilities) (PTD).	Regional scale (>100 km²). Long term (decades) impact.	>A\$1000M	International concern.	Extreme risk Terrorist type activity Action required by authorities	6	Catastrophic						SEVERE
	4-20 Fatalities (or PTD).	Large scale (10-100 km²). Long term (decades) impact.	A\$100M - A\$1000M	Persistent national concern. Long term 'brand' impact. Major venture/asset operations severely restricted.	Major risk Action required by authorities required	5	Massive						
	1-3 Fatalities (or PTD).	Medium scale (1-10 km²). Short term (months) impact.	A\$1M - A\$10M	Medium term national concern. Minor venture or minor asset operations restricted or curtailed.	Major risk Reportable to authorities	4	Major				HIGH		
	Major Injury/illness. Permanent Partial Disability (PPD) or Lost Work Case LWC >4days.	Medium scale (1-10 km²). Short term (months) impact	A\$1M - A\$10M	National bad mention. Short term regional concern. Close scrutiny of Asset level operations/ future proposals.	Considerable risk. Reportable to authorities	3	Moderate			MEDIUM			
	Minor Injury/illness. Restricted Work Case (RWC) or LWC <4days.	Localised (<1 km2) Short term (weeks) impact.	A\$100k – A\$1M	Short term local concern. Some impact on asset level non-production activities.	Slight risk	2	Minor						
	Slight Injury/illness. First Air Case (FAC) not affecting work performance.	Localised (Immediate area) Temporary impact (days).	<A\$200k	Local mention only. Quickly forgotten. Freedom to operate unaffected.	Zero risk	1	Slight	LOW					
For more detailed definition of consequences, refer to the appropriate detailed methodologies.							*Incidents with a frequency of less than once every 100,000 years (continued operation) or a probability of less than 1 (single activity) can reasonably be screened out on the basis of low likelihood.						

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