



John Rix

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 Rotary Club of Berri
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Rotary Insurance Risk Management Check List

Rotary Club of:

Date:

1 Premises

#	Item	Adequate			Comments
		Yes	No	N/A	
1.1	Floors				
1.11	Surface level				
1.12	Not slippery				
1.13	Free of debris				
1.14	Properly covered				
1.2	Stairs / Ramps:				
1.21	Surfaces level				
1.22	Not slippery				
1.23	Free of debris				
1.24	Properly covered				
1.3	Windows:				
1.31	Condition				
1.32	Security				
1.4	Lighting:				
1.41	General				
1.42	Emergency				
1.5	Fire safety:				
1.51	Suitable detection				
1.52	Equipment maintained				
1.53	Emergency exits				
1.54	Emergency signage				
1.55	General housekeeping:				
1.6	Car Parks & Driveway				
1.61	Sealed / marked				
1.62	Free of ruts and holes				
1.63	Free of oil and contaminants				
1.64	Lighting				
1.65	Speed limiting and / or bumps				
1.66	Signage				
1.67	Free of debris / vegetation				
1.68	Pedestrian access				

1 Premises, continued

#	Item	Adequate			Comments
		Yes	No	N/A	
1.7	External pathways				
1.71	Free of damage				
1.72	Free of debris/vegetation				
1.73	Lighting				

2 Contractors / Sub-Contractors

#	Item	Adequate			Comments
		Yes	No	N/A	
2.11	All contractors / subcontractors supply proof of liability cover				
2.12	Standard contracts drawn up specific work performed				
2.13	Formal written security procedures in place				
2.14	All security incidents reported to police				

3 Machinery and Equipment

#	Item	Adequate			Comments
		Yes	No	N/A	
3.11	All electrical equipment tested annually by qualified electrical contractors				
3.12	All portable electrical equipment / tools tested and tagged in accordance with regulations				
3.13	All gas cylinders tested and tagged annually				
3.14	All welding and hot work performed by qualified persons				
3.15	Condition of hoists and cranes				
3.16	Condition of elevators and escalators				
3.17	Condition of unregistered vehicles				
3.18	All belt/chain/direct couplings between electric motors or other engines/pumps or generators/cutting equipment etc fully covered or otherwise guarded				
3.19	Are all hand tools (powered or unpowered) in a good state of repair				

4 Environmental

#	Item	Adequate			Comments
		Yes	No	N/A	
4.11	Have all hazardous/toxic substances been identified				
4.12	Are they currently stored in a secure place				
4.13	Is a register of these materials kept				
4.14	Are people trained in the use of these materials				
4.15	Is all waste disposed of regularly and in accordance with local regulations				

5 Miscellaneous

#	Item	Adequate			Comments
		Yes	No	N/A	
5.11	First Aid Facilities				
5.12	Trained First Aid staff				
5.13	Alcohol Policy, in place				
5.14	Animal Policy, in place				
5.15	Crowd exposure – adequate signage				
5.16	Playground equipment checked and maintained on a regular basis				

6 Children and Students

#	Item	Adequate			Comments
		Yes	No	N/A	
6.11	If the activity involves young people, have all volunteers/supervisors been screened with appropriate Working with Children accreditation and Volunteer Declarations?				
6.12	Are animal or mechanical rides involved? If "Yes" do the providers of those rides carry adequate Public / Products Liability insurance and has proof been obtained?				

7 Rotary Ideals

#	Item	Adequate			Comments
		Yes	No	N/A	
7.11	Does the proposed activity / program follow the Ideals of Rotary, being mindful of the appropriateness and ethical standards required by Rotarians?				