

Insurance Pro Forma

(This form is to be submitted to **DIO prior** to the commencement of any project/event)

To: District Insurance Officer _____ Email: _____
(insert DIO's Name) (insert DIO's email address)

The Rotary Club of _____ (insert Rotary Club name) wishes to advise that it will be conducting the following event/s as part of its activities and requires the event/s to be noted and included under the District Insurance Policies.

1. Is this Event organised and run by Rotary? YES / NO
2. Brief Description of Activity: _____
3. Date of Activity: ____/____/____
4. Duration
 From: _____
 To: _____
5. Location of Activity: _____
6. Will the activity involve participation in any sport, game, match, race, practice, training course, trial, contest or competition? YES / NO. *If "YES", please provide copy of Disclaimer-Release and Indemnity for the event*
7. Have you been asked by any other organisation or person to
 (a) indemnify them as a third party or
 (b) hold any other organisation "harmless" under the Rotary Insurance for the activity? YES / NO
(If YES, refer to your District Insurance Officer for advice before entering into any agreement).
8. Will the event involve persons under the age of 18yrs? YES / NO
9. Will the event involve amusement rides/devices? YES / NO
10. Will the event include markets and stall holders? YES / NO
11. Will alcohol be sold or supplied during the event? YES / NO
12. Approximate number of community participants:
13. Risk Management Form Completed? YES / NO
14. Certificate of Currency required? YES / NO
15. If applicable, provide details of parties that have requested to be noted as interested parties.

Rotarian Contact:	<i>(insert Rotarian's name)</i>
Details: Phone Number:	<i>(insert Rotarian's Phone Number)</i>
Email address:	<i>(insert Rotarian's Email Address)</i>

DIO USE

DIO - COVER CONFIRMED UNDER ROTARY POLICY	<input type="checkbox"/> YES / <input type="checkbox"/> NO
DATE:	____/____/____

Note: For repetitive events such as BBQ's your DIO only needs this form to be completed once a year.

Risk Management Form

1. Describe the activity / project being undertaken.

.....

2. If responsible for the sale and supply of alcohol,

- Are you following the Government's prescribed policy for the responsible serving of alcohol?
- What measures will be put in place to prevent underage drinking?

.....

3. Have you required any other organisation, group or person who is taking part in the activity to provide their own "Public Liability Insurance"?

YES / NO

(Other organisations, groups or individuals should have their own Public Liability Insurance Cover, or at least be made aware that they are not covered under Rotary insurance unless specifically noted. Ideally you should obtain a written indemnity from any other organisation, group or third party involved or associated with the activity).

4. Have you been asked by any other organisation or person to (a) indemnify them as a third party or (b) hold any other organisation "harmless" under the Rotary Insurance for the activity?

YES / NO

(If "YES", refer to your District Insurance Officer for advice before entering into any agreement).

5. Describe the potential hazards (or dangers to the general public and persons working on project).

.....
.....
.....
.....

6. Have there been prior incidents / accidents on this type of project?

YES / NO

If "YES", detail when, how and the result.

.....
.....

7. What action / steps can be taken to reduce the likelihood of it happening?

.....
.....

8. Will the project / activity involve young people?

YES / NO

If "YES", have the procedures as outlined in the District Youth Protection Policy been followed?

9. Will the activity involve travel?

YES / NO

Claims arising from participation in any sport, game, match, race, practice, training course, trial, contest or competition **are excluded**. If the activity includes participation, will you provide, or have you arranged for a disclaimer-release and indemnity to be signed by the participant? YES / NO

PLEASE DO NOT ASSUME THAT ALL PROJECTS / ACTIVITIES ARE AUTOMATICALLY COVERED UNDER ROTARY'S PUBLIC LIABILITY POLICY

Any queries or questions should be addressed with the district insurance officer in order to obtain agreement from the insurer prior to the commencement of the project / activity.

Risk Management Checklist

	ADEQUATE			COMMENTS
	YES	NO	N/A	
• PREMISES				
<i>Floors</i>				
Surface level				
Not slippery				
Free of debris				
Properly covered				
<i>Stairs/Ramps:</i>				
Surfaces level				
Not slippery				
Free of debris				
Properly covered				
<i>Windows:</i>				
Condition				
Security				
<i>Lighting:</i>				
General				
Emergency				
<i>Fire safety:</i>				
Suitable detection				
Equipment maintained				
Emergency exits				
Emergency signage				
General housekeeping:				
<i>Car parks & Driveways</i>				
Sealed/marked				
Free of ruts/holes				
Free of oil/contaminants				
Lighting				
Speed limiting/bumps				
Signage				
Free of debris/vegetation				
Pedestrian access				
<i>External Pathways:</i>				
Free of damage				
Free of debris/vegetation				
Lighting				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
• CONTRACTORS / SUBCONTRACTORS				
All contractors/subcontractors supply proof of liability cover				
Standard contracts drawn up specific work performed				
Formal written security procedures in place				
All security incidents reported to police				
• MACHINERY & EQUIPMENT				
All electrical equipment tested annually by qualified electrical contractors				
All portable electrical equipment/tools tested and tagged in accordance with regulations				
All gas cylinders tested and tagged annually				
All welding/hotwork performed by qualified persons				
Conditions of:				
- Hoists/cranes				
- Elevators/escalators				
- Unregistered vehicles				
All belt/chain/direct couplings between electric motors or other engines/pumps /generators/cutting equipment etc fully covered or otherwise guarded				
Are all hand tools (powered or un-powered) in a good state of repair				
• ENVIRONMENTAL				
Have all hazardous/toxic substances been identified				
Are they currently stored in a secure place				
Is a register of these materials kept				
Are people trained in the use of these materials				
Is all waste disposed of regularly and in accordance with local regulations				
• MISCELLANEOUS				
First aid facilities				
Trained first aid staff				
Alcohol policy in place				
Animal policy in place				
Crowd exposure – adequate signage				
Playground equipment checked and maintained on regular basis				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
• CHILDREN /STUDENTS				
Are children being properly cared for/supervised?				
Do carers/supervisors have proper accreditation and certification (e.g. Blue Cards)?				
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?				
• AMUSEMENT DEVICES AT COMMUNITY EVENTS				
Request specific amusement device information including the:				
a) Amusement device registration with the relevant regulator				
b) Log book for inspection and maintenance of the ride				
c) Emergency plan for the ride				
Conduct due diligence including by independently confirming the registration with the relevant regulator and using ride operators who have been used by other organisations previously.				
Ensure the contractor has public liability insurance.				
Before allowing a ride to operate:				
(a) Conduct a high level risk assessment				
(b) Consider appropriate fencing/security/locks for rides				
(c) Consider suitability of the ride for your event				
(d) Ensure appropriate signage on rides (e.g. you must be this tall to ride etc.)				
(e) Organise safe access points (e.g., assist safe and orderly queuing)				
During ride operation, monitor and supervise the activity (not just ride operators but also guests) and direct any unsafe activity to case.				
• ROTARY IDEALS				
Does the proposed activity / program follow the Ideals of Rotary, being mindful of the appropriateness and ethical standards required by Rotarians?				