

## ROTARY RISK MANAGEMENT CHECKLIST

	ADEQUATE			COMMENTS
	YES	NO	N/A	
<b>1.Premises</b>				
<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 &amp; Driveways</i>				
Sealed/marked				
Free of ruts/holes				
Free of oil/contaminants				
Lighting				
Speed limiting/bumps				
Signage				
Free of debris/vegetation				
Pedestrian access				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
<b>External Pathways:</b>				
Free of damage				
Free of debris/vegetation				
Lighting				
<b>2. CONTRACTORS / SUBCONTRACTORS</b>				
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				
<b>3. MACHINERY &amp; EQUIPMENT</b>				
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				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
<b>4. ENVIRONMENTAL</b>				
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				
<b>5. MISCELLANEOUS</b>				
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				
<b>6. CHILDREN / STUDENTS</b>				
If the activity involves young people, have all volunteers/supervisors been screened with appropriate Working with Children accreditation and Volunteer Declarations?				
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?				
<b>7. ROTARY IDEALS</b>				
Does the proposed activity / program follow the Ideals of Rotary, being mindful of the appropriateness and ethical standards required by Rotarians?				