

RISK MANAGEMENT FORM

1. Describe the activity / project being undertaken.

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2. Detail the people participating in the activity / project (does it involve non Rotarians, members of the public or other organisations or third parties?)

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3. Have you required any other organisation, group or person who is taking part in the activity to provide their own "Public Liability Insurance"? (Other organisations or groups should have their own Public Liability Insurance Cover; and individuals should have their own 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).

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

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

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6. Have there been prior incidents / accidents on this type of project?
If "Yes", detail when, how and the result.

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7. What action / steps can be taken to:

- (a) remove or eliminate the hazard or danger;
- (b) isolate the source of the hazard or danger;
- (c) reduce the likelihood of it happening;
- (d) reduce the seriousness of the impact if it does happen.

ANY QUERIES OR QUESTIONS SHOULD BE ADDRESSED WITH THE DISTRICT INSURANCE OFFICER IN ORDER TO OBTAIN PRIOR AGREEMENT FROM THE INSURER.

DO NOT ASSUME. OBTAIN CONFIRMATION OF COVER UNDER ROTARY INSURANCE.