

**ROTARY DISTRICT 9830
RISK MANAGEMENT CHECKLIST**

	ADEQUATE			COMMENTS
	YES	NO	N/A	
1.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				

	ADEQUATE			COMMENTS
	YES	NO	N/A	
External Pathways:				
Free of damage				
Free of debris/vegetation				
Lighting				
2. 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				
3. 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				
- Lifts /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	
4. 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				
5. 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				
Helpers have food handling certification				
Workers hold Responsible Service of Alcohol certification.				
6. CHILDREN				
Are children being properly cared for/supervised?				
Do carers/supervisors have proper accreditation and certification (e.g. police check)?				
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. OTHER				