



**John Rix**

District 9520 Insurance Officer  
 Rotary Club of Berri  
 Post Office Box 1070, Berri SA 5343  
 0474 053 562 – mobile  
 08 8583 7188 – home  
 johnrix@riverland.net.au

## Rotary Insurance Risk Management

Rotary Club of:	Date:
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1	Describe the activity or the project being undertaken		
2a	If responsible for the sale and supply of alcohol. (a) Are you following the Government's prescribed policy for the responsible serving of alcohol?	Yes or No	
2b	If responsible for the sale and supply of alcohol. (b) 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"? <small>(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).</small>	Yes or No	
4a	Have you been asked by any other organisation or person to (a) indemnify them as a third party.	Yes or No	
4b	Have you been asked by any other organisation or person to (b) hold any other organisation "harmless" under the Rotary Insurance for the activity? <small>(If YES, to either or both 4a and 4b, refer to your District Insurance Officer for advice before entering into any agreement).</small>	Yes or No	
5	Describe the potential hazards (or dangers to the general public and persons working on the project).		
6	Have there been prior incidents or accidents on this type of project? If YES, detail when, how and the result.	Yes or No	
7	What action or steps can be taken to reduce the likelihood of it happening or recurring?		
8a	Will the project or activity involve young people?	Yes or No	
8b	If YES, have the procedures as outlined in the District Youth Protection Policy been followed?	Yes or No	
9	Will the activity involve travel?	Yes or No	
10	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 to be signed by the participant?	Yes or No	

**PLEASE DO NOT ASSUME THAT ALL PROJECTS or 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 or activity.