

## Rotary Health and Safety – Risk Assessment

<b>Club/District Name</b>	South Woodham Ferrers / RIBI No 1471 District 1240				
<b>Event Name</b>		<b>Event Date</b>		<b>Event Location</b>	

What are the hazards?	Who might be harmed and how?	Current controls in place	Additional controls required	Action by who?	Action by when?	Date completed
Safeguarding Pg 4 <b>Abuse, 5 forms;</b> Physical Emotional Neglect Sexual Financial	Pg 3, 6, RA Guide Children Vulnerable Adults Rotarians Note; Any person with any disability should take priority  Plus; Visitors Volunteers Contractors General Public	Pg 5 Consider opportunities for Abuse Avoid lone working/supervision Be aware of residential situations				
SG Pg 5 <b>DBS checks</b>		Pg5 Checks are Obligatory for some Rotary activities <b>See RA Important Note 2 below</b>				
SG Pg 5 <b>Safe practices</b>		Pg 5 See list to be considered; 3 Compliance policies, SG, H&S, E&D Consider Insurance & Legal Working partnerships Traffic regulations Food Hygiene				

SG Pg 12 <b>Code of Conduct</b>		Pg 12 See list including; Arrangements for Trips/Visits Arrangements for Adventurous Activities Arrangements for Residential Activities Role/Job descriptions				
SG Pg 12 <b>Planning Events &amp; Activities</b>		<p>Pg 12, 13 See list including; Involve/consult specialist expertise Ensure the following are considered; Mini bus, coach &amp; other safety regs. Health &amp; Hygiene regs. Advice on Supervision Advice on Photography Check credentials of contractors and Organisations Check any local by-laws Check Youth Exchange rules</p> <p><b>Note; Other H&amp;S Check lists</b> Appendix L - Safeguarding Check List Template Event Plan 2022-23 Template Emergency Plan 2022-23 Risk Assessment Template Risk Assessment Reference Guide</p>				
SG Pg 13 <b>Written Permissions</b>		<p>Pg 13 Written permission required – Yes/No</p> <p>Students/pupils/vulnerable person accompanied by school staff, parents or carers– Yes/No</p>				


**Important Notes to be completed:**

1. Are the activities of this event covered by the standard RIBI Insurance Policy?  
 (see current "Insurance Guide" and current "Confirmation of Insurance - Public Liability",  
 both documents are available on the RIBI website in the "Downloads Library"). **Yes / No**

***If No, take action to ensure appropriate cover, i.e. consult RIBI Insurance Brokers, Bartlett & Co Ltd***

2. Is a DBS check required for any aspect of the activities?  
 (see current "RIBI Protection Policy" available on the RIBI website in the "Downloads Library".) **Yes / No**

**Signed:** \_\_\_\_\_ **Risk Assessor**

**Signed:** \_\_\_\_\_ **Event organiser**

**Print name:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_