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| **Rotary Club………………… District 1220:**  **Event, timing & Date:** |  | **Assessment carried out by:**  **Venue (inc. postcode) :** |  |
| **Date of next review:**  **TBC** |  | **Date assessment was carried out:**  **Initial / Final** |  |

| **What are the hazards?** | **Who might be harmed and how?** | **RISK HIGH MEDIUM LOW** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
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**Safety Briefing :-**

**Important Notes to be completed:-**

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| --- | --- | --- |
|  | Are the activities of this event covered by the standard RGB&I Insurance Policy?  (see current “Insurance Guide” and current “Confirmation of Insurance, both documents are available on the RIBI website).  If No, take action to ensure appropriate cover, i.e. **Consult RGBI Alcester (01789 765411)** | **Yes / No** |
|  | Is a DBS check required for any aspect of the activities?  [see current “RGB&I Safeguarding Policy” available on RGB&I Website **https://rotarygbi.org/members/compliance/safeguarding/** | **Yes / No** |
| If yes confirm that action has been taken. | **Yes / No** |

**Summary of specific or pertinent warnings to be given at start of the event (Safety Briefing):**

**Signed……………………………………..Risk Assessor Signed:……………………………Event Organiser**

**Print Name..............................................** **Print Name……………………………………..**

**Date………………………………………… Date…………………………………………….**

**RA Review Date by Health & Safety Officer………………………** **Date Approved by Club Council & Filed**

**Actions required by Club Review (Record basic details?)......... Date Actions Completed…………**

**To ensure you are complying with current advice, Club officers must refer to RGB&I website entry for Compliance.**