****

**Lions Clubs International**

**District 133**

**Insurance Checklist**

**Please return to** **emma@golo.ie** **phone 0876591176. Please do not return by post.**

|  |  |  |
| --- | --- | --- |
| **Club Name** | **Event Name** | **Event Date(s) & Times** |
|  |  |  |
| **Club President** | **Phone** | **email** |
|  |  |  |
| **Club Health & Safety Officer** | **Phone**  | **email**  |
|  |  |  |
| **Event Contact Name** | **Phone** | **email** |
|  |  |  |
|  |
| **Event Location, Address, Postcode and Eircode** |
|  |
| **Describe the Event** |
|  |
|  |
| **Details of any specific concerns that are high lighted in your risk assessment.**  |
|   |
|

|  |  |
| --- | --- |
| **Questions** | **Answers Yes /No & further info** |
| **Use of Public Highway Questions**  |  |
| Confirm all participants will wear appropriate PPE (ie. helmets, hi-vis clothing etc.)? |  |
| Will you have a lead escort car at the front of the procession and escort car at the rear? |  |
| Are the Gardai/PSNI providing traffic control from the start to the end of the event? |  |
| **Water Sports Questions**  |  |
| Confirm all participants will wear appropriate PPE (ie. helmets, hi-vis clothing, wetsuits etc.)? |  |
| No. of participants (including minors)? (maximum 100) |  |
| Confirm all adult swimming will be within 3 miles of land/coast? |  |
| Any activities involving minors? If yes, please provide full information? |  |
| **General Questions, answer all.**  |  |
| Confirm number of trained supervisors, lifeguard, safety wardens, volunteers etc. for the event? |  |
| How many times have you run this event before? |  |
| No of Attendees at the event? (**max 500**) |  |
| Have you presold tickets, if so how many? |  |
| Will alcohol be served at this event? |  |
| Do you have a health and safety statement (please attach)? |  |
| Do you have a risk assessment in place for this event? Have you emailed it to District H&S officer for approval ?  |  |
| Will first aiders be present (is their certificate up to date) ? |  |
| Have you informed the local authority about your event in writing? |  |
| Have you informed the Gardai/PSNI and emergency services about your event in writing? |  |
| Will the Order of Malta/Civil Defence/ St Johns Ambulance be present for the event?  |  |
| Has your club signed or asked to sign any agreements for the event? If YES please give a copy of the agreement ? |  |
| Do you require a letter of indemnity for a public body or land owner?Please provide their name and address here.  |  |

 |
|  |
| **I confirm that, all the details, answers, and information given is in the form are true, accurate, and complete. I acknowledge that this proposal will form the basis of our contract with insurers.** **Note:** **All water based activities involving minors must take place in a shallow water area (max. 3 feet) which is cordoned off from adult participants. Cover only applies to non-mechanically propelled waterborne craft of less than 9 metres in length****Signed:** **Date:** |
| **Mobile No:** |  | **Email:** |  |