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**Lions Clubs International**

**District 133**

**Insurance Checklist**

**Please return to** [**emma@golo.ie**](mailto:emma@golo.ie) **phone 0876591176. Please do not return by post.**

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