RISK MANAGEMENT CHECKLIST – Club Drive

Club Name:
Event Type: Club Drive

Last revision: 5/9/2025

Name of Event:

Date of Event:

Time of Event:

Activity Specific Notes

Description
1. Start Location: **2. End Location:** **3. Type of activity:**

Scope and Application

This checklist can used for all club organised events and activities but may be modified to suit as required. Events needing to be sanctioned (refer AOMC MembershipPLUS requirements) should have a customised checklist and Risk Management Plan to manage event specific risks.

Event Checklist

This checklist is not specific to safety or emergency planning but is intended to control all risks affecting success. Multiple risk management plans and teams may be required if the activity involves travelling between multiple locations and this checklist is arranged with that possibility in mind

Add additional rows if there are other risks present or mark as N/A if not applicable.

Event Planning

Risk	Checklist	OK/Comment
Event Planning	• Has the route been planned and evaluated for the safety of participants, other road users and pedestrians or local residents? • Have food vendors/caterers on route been advised of potential requirements? • Are contingency plans in place for adverse weather or traffic conditions /roadworks or clashes with other events etc • Are all other event specific preparations in place?	
Responsible Event Management	• Have all appropriate emergency contact details been identified and are available? (record below if needed) • Have all volunteers been identified and recorded as present? • Have volunteer roles been identified and assigned • Is the event attendance register available for completion by all attendees? • Is all appropriate emergency procedures, checklist documents and safety equipment available?	
Communication	• Is a communication plan in place with contact details of all key roles shared? • If available, are UHF radios ready for use and a primary and backup comms channel chosen?	

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Risk	Checklist	OK/Comment
Cancellation Plan	• Is an event cancellation plan ready if needed? Eg to notify as many as possible by email, phone or SMS? • Is there a contingency plan for those who do not receive the notification	
Incident Management	• Are First Aid facilities accessible and adequately maintained • Are trained First Aiders available and known? • Are Incident Reporting forms available if required	

Start, Finish and Rest Locations

Risk	Checklist	OK/Comment
Site Suitability	• Is the selected site/venue suitable for the purpose, or is additional preparation needed • Is additional traffic management required for arrival and departure?	
Parking	• Is parking access clear? With over-flow parking available, if required? • Is parking supervision required and available? • Have clear directions given to attendees on where to park if not obvious? • Is lighting sufficient if nighttime parking is required?	

Traffic Management	• Has the entry and exit of vehicles been assessed and planned?
	• If traffic marshals are used at critical intersections and parking areas
	  ○ Have they been identified and issued with Hi Vis vests?
	  ○ Do they understand their assigned roles and agreed safety procedures
	• Are there plans to re-group the convoy if local traffic breaks it up?	

Trip hazards	• Have the grounds been inspected for potholes and other trip hazards • Are all electrical extension cords or leads, or other similar items either routed away from foot traffic or adequately covered and secured? • Are hazard markers (witches hats) or other controls in place? • Are all electrical connections water proofed and protected? • Are roving patrols required to ensure compliance during set up?	
Toilets	• Are sufficient Male, Female and disabled toilets open, clean and maintained with adequate paper and soap supplies? • Have attendees been advised about the location of toilet facilities at each location?	
Catering	• If catering or cooking facilities is being provided by the club has it been adequately planned with adequate supplies and cooking facilities available? • Are catering staff managed by a nominated catering coordinator? • Is basic food hygiene is being observed? • If contract caterers are used do they have a certified Food Safety Supervisor and their own insurance?	
Children	• Have parents/guardians been instructed to supervise children in traffic areas	
Adverse Weather	• Have wet or boggy ground conditions been assessed and marked or isolated where necessary • Has windy conditions been assessed to determine if temporary structures can be erected, or to ensure appropriate anchoring is used? • Have contingency plans for event cancellation or location bypassing been shared with attendees	
Waste Management	• If required are sufficient bins available? • Have arrangements been made to remove rubbish on departure, if required?	

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Before the Drive Starts

A drivers briefing is appropriate before the driving commences

Risk	Checklist	OK/Comment
Route Instruction	• Have route instructions been prepared and issued (printed or verbal as required) and special instructions understood • Has the destination(s) been clearly identified?	
Driving Standards	• Has driver's briefing been conducted including driving standards? • Is an agreed Club convoy procedure understood by all members including ○ Convoy Leaders and Tail End Charlie responsibilities ○ Allowing room for overtaking vehicles ○ Allowing for overtaking of slower vehicles ○ Following road rules ○ No speeding or hooning	
Vehicle Safety	• Do all vehicles appear to be registered/CPS Permitted and covered by TAC insurance? • Have suspect vehicles been assessed?	
Alcohol & Drugs	• Do any drivers show signs of alcohol or drug affected behaviour? ○ If so have they been assessed and appropriately managed or excluded from the drive?	

During the Drive

Risk	Checklist	OK/Comment
Convoy Disruption	• Have instructions been issued for what to do if the convoy is broken or participants get lost?	
Driving Standards	• Has someone(s) been assigned the role of monitoring driving standards and reporting to the event organiser where appropriate?	
Collisions or Breakdowns	• Has a Tail End Charlie role been assigned to look out for collisions or breakdowns by convoy participants? • Have contact details been shared to initiate a Club breakdown response • Are procedures in place for contacting emergency services where phone reception is not available at the incident location	

Emergency contacts

Identify relevant contacts for emergency management purposes.

Contact	Name	Phone No
Event Organiser		
Tail End Charlie		

ARCHIVE: This document was reviewed and archived at the Committee Meeting held

Date:…./…./…….. Signed:_____ Name:_____

*If completed with modifications then this record, should be retained by the club in addition to the archived **Attendance Register**, to be available in the event of a future insurance claim*