



# RISK MANAGEMENT CHECKLIST

4-H Youth Development

April 2005

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Educational Aspect of Event: \_\_\_\_\_

## FACILITIES

- \_\_\_\_\_ Complete all necessary communication/costs/paperwork with site manager
- \_\_\_\_\_ Have arrangements for liability confirmed, (i.e., rental or private property forms, etc.)
- \_\_\_\_\_ Conduct safety inspection of site (i.e., building, arenas, open areas, etc.)
- \_\_\_\_\_ All facilities are accessible and exits are open and free
- \_\_\_\_\_ Review emergency procedures and equipment used at the site
- \_\_\_\_\_ Be aware of other groups using site (if applicable)

## TRANSPORTATION

- \_\_\_\_\_ Meet with all drivers to go over planned route
- \_\_\_\_\_ Use clear maps and/or traffic patterns which are understood by all participants
- \_\_\_\_\_ Check driver qualifications, age, and insurance
- \_\_\_\_\_ Be familiar with UW-Extension transportation policies and guidelines
- \_\_\_\_\_ Check the conditions and safety route and vehicles
- \_\_\_\_\_ Plan for meeting times & destinations in case group is split up in traffic

## EMERGENCY

- \_\_\_\_\_ Have signed participant (including adults) consent for treatment, health and insurance forms in designated location, accessible by coordinator/adult volunteer
- \_\_\_\_\_ Have emergency action plan in place with a back up system known by all leaders
- \_\_\_\_\_ Share emergency action plan with all participants
- \_\_\_\_\_ Carry necessary first aid kit, 2-way-radios, cell phones, and emergency road kit
- \_\_\_\_\_ Identify and schedule EMT, nurse, doctor or CPR trained personnel (on site or on call)
- \_\_\_\_\_ Have incident/accident report forms available

## ACTIVITY OR EVENT

- \_\_\_\_\_ Train and orient all staff, volunteers, and chaperones for understanding of their roles and working with youth. Make sure coordinators, superintendents, and chaperones are familiar with their job
- \_\_\_\_\_ See that animals are taken care of properly
- \_\_\_\_\_ Make sure that participants know how to handle equipment properly and safely
- \_\_\_\_\_ Organize a tracking system (who's present, check out system, location, emergency numbers)
- \_\_\_\_\_ Organize event to prevent injury, fatigue, or undo stress to participants
- \_\_\_\_\_ Provide for adequate screened chaperones (1 adult for 1-10 youth per state guidelines)
- \_\_\_\_\_ Take steps to ensure safety of youth and adults from suspicions of child abuse, mishandling of funds, or mishandling of emergency situations
- \_\_\_\_\_ Provide participants and parents/guardians with activity itinerary and emergency contacts

## OVERNIGHT EVENTS

- \_\_\_\_\_ Have a minimum of one chaperone per ten youth per gender (minimum of 2 adults are needed)
- \_\_\_\_\_ All adults serving as chaperones for overnight events must have completed the 4-H Youth Development Youth Protection Process

Committee/Activity Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

4-H Youth Development Staff Member Signature \_\_\_\_\_ Date \_\_\_\_\_



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