



Did I Remember....

Risk Management Checklist for 4-H Youth Development Programs

Event: _____ Date: _____

Location: _____

Coordinator: _____ Phone: _____

Educational Aspect of Event: _____

FACILITIES

- _____ Communicate 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
- _____ 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
- _____ Check the safety of the vehicles – are there seat belts for each passenger
- _____ 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 (Participation Agreement available on state 4-H web site <http://4-h.uwyo.edu> under quick links)
- _____ 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
- _____ Have incident/accident report forms available

ACTIVITY OR EVENT

- _____ Train and orient all individuals in a leadership role for understanding of their roles and working with youth. Make sure coordinators, superintendents, and chaperones are familiar with their job
- _____ Review the safety rules with members and parents before the event begins
- _____ Enforce the safety rules at all times
- _____ 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. A ratio of 1 adult for every 10 youth is recommended for one-day activities.
- _____ 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 seven youth per gender (minimum of 2 adults)
- _____ All adults serving as chaperones for overnight events must have completed the 4-H Volunteer Screening process

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Source: Wisconsin 4-H Youth Development Web Site



Issued in furtherance of cooperative extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Glen Whipple, Director, Cooperative Extension Service, University of Wyoming, Laramie, Wyoming 82071.

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