Risk Management Checklist for 4-H Youth Development Programs

Event: ____________________________ Date: ____________________________
Location: ____________________________ Coordinator: ____________________________
Phone: ____________________________ Educational Aspect of Event: ____________________________

FACILITIES
1. Communicate all necessary communication/costs/paperwork with site manager
2. Have arrangements for liability confirmed, (i.e. rental or private property forms, etc.)
3. Conduct safety inspection of site (i.e., building, arenas, open areas, etc)
4. All facilities are accessible and exits are open and free
5. Review emergency procedures
6. Be aware of other groups using site (if applicable)

TRANSPORTATION
1. Meet with all drivers to go over planned route
2. Use clear maps and/or traffic patterns which are understood by all participants
3. Check driver qualifications, age, and insurance
4. Check the safety of the vehicles – are there seat belts for each passenger
5. Plan for meeting times & destinations in case group is split up in traffic

EMERGENCY
1. 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)
2. Have emergency action plan in place with a back up system known by all leaders
3. Share emergency action plan with all participants
4. Carry necessary first aid kit, 2-way-radios, cell phones, and emergency road kit
5. Have incident/accident report forms available

ACTIVITY OR EVENT
1. 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
2. Review the safety rules with members and parents before the event begins
3. Enforce the safety rules at all times
4. Organize a tracking system (who’s present, check out system, location, emergency numbers)
5. Organize event to prevent injury, fatigue, or undo stress to participants
6. Provide for adequate screened chaperones. A ratio of 1 adult for every 10 youth is recommended for one-day activities.
7. Take steps to ensure safety of youth and adults from suspicions of child abuse, mishandling of funds, or mishandling of emergency situations
8. Provide participants and parents/guardians with activity itinerary and emergency contacts

OVERNIGHT EVENTS
1. Have a minimum of one chaperone per seven youth per gender (minimum of 2 adults)
2. All adults serving as chaperones for overnight events must have completed the 4-H Volunteer Screening process

Kim Reaman, 4-H Volunteer Development Specialist, University of Wyoming
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.

The University of Wyoming is an equal opportunity/affirmative action institution.