“CREATING A SAFE ENVIRONMENT FOR YOUTH AND ADULTS”

RISK MANAGEMENT CHECKLIST

4-H Youth Development

February 2016

Event: ___________________________ Date: ___________________________
Location: ___________________________ Phone: ___________________________
Volunteer Coordinator: ___________________________ Educational Purpose of Experience ___________________________

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

Be familiar with UW-Extension transportation policies and guidelines
Confirm drivers are at least 21 years of age; personal insurance is primary coverage
Purchase insurance when renting vehicles. Rentals should be in the name of 4-H Club/Group
Transfer risk – charter or use commercial transportation
Designate meeting times & destinations in case group gets split up

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). Adults in this role must be certified in a minimum of First-Aid and CPR.
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
Ensure animals are fed and secured
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 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
Determine what type of accident insurance to purchase for activity or event

OVERNIGHT EVENTS

Develop educational plan for overnight experiences
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 be enrolled 4-H volunteer leaders; 21 years of age at the time of the event and have completed the 4-H Youth Protection Process
Health forms required for youth and encouraged for adults. Adult health forms are required for camp.
Provide secure, locked container/location for all medications.
Provide an orientation for youth including room check procedures and phone number for onsite adult emergency contact

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