



# “CREATING A SAFE ENVIRONMENT FOR YOUTH AND ADULTS” RISK MANAGEMENT CHECKLIST

4-H Youth Development

February 2016

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

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



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. © 2016 by the Board of Regents of the University of Wisconsin System. Developed by the Wisconsin 4-H Office, 431 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.