RISK MANAGEMENT CHECKLIST
4-H Youth Development                          April 2005

Event: ___________________________  Date: ___________________________
Location: ___________________________  Phone: ___________________________
Coordinator: ________________________  __________________________________
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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