



Risk Management Checklist

Event: _____ Date: _____

Location: _____

Volunteer Coordinator: _____ Phone number: _____

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 University of Wisconsin-Madison, Division of 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.

