



# Risk Management Plan Activity or Event: Sample Community Service Project

## Risk Management Steps

### GENERAL OPERATIONS

<i>Date</i>	<i>Person in Charge</i>	<i>Description</i>
Completed	Charge	
_____	_____	Age-appropriate activities and assignments have been identified for this event.
_____	_____	Risk analyzed for this event, strategies identified to address these risks and a risk management plan written and shared with staff, volunteers, and youth.
_____	_____	Accident/medical insurance taken out on all participants.
_____	_____	Certificate of insurance secured from insurance provider (if needed).
_____	_____	Cooperating organizations have liability insurance. (if needed).
_____	_____	First aid kit, cell phone, and list of emergency numbers available during event.
_____	_____	Emergency action plan is written.

## RISKS TO PERSONNEL

<i>Date</i>	<i>Person in Charge</i>	<i>Description</i>
_____	_____	Role descriptions written and shared with adults and youth in leadership roles.
_____	_____	Guidelines for event written and shared with staff, volunteers, and youth.
_____	_____	Volunteer applications and the screening process completed on all new volunteers.
_____	_____	Orientation provided for staff, volunteers, and youth.
_____	_____	Adequate number of volunteers secured to chaperone this event. 1:10 (or lower) ratio of adults to youth.

## RISKS TO PARTICIPANTS

<i>Date</i>	<i>Person in Charge</i>	<i>Description</i>
_____	_____	Role descriptions written and shared with participants if appropriate, such as leadership roles.
_____	_____	Extension Volunteer Code of Conduct and 4-H Annual Volunteer Agreement shared. Parental Permission/Informed Consent forms completed for each participant.
_____	_____	Publicity sent to local media to inform the public that youth will be conducting this event and to be on the alert for them.
_____	_____	Training provided on the use of equipment and tools. Proficiency of skills by youth has been considered.
_____	_____	If individual youth will be featured in publicity, media release forms are completed by all youth and signed by parents for those under the age of 18.

_____	_____	Medical release or health forms completed by youth participants.
_____	_____	Orientation provided for volunteers and youth.
_____	_____	Transportation will be provided only by parents or screened volunteers who have insurance and a valid license. Insurance and license should be verified. Youth under the age of 18 will not provide transportation.

**RISKS TO PUBLIC**

<i>Date</i>	<i>Person in Charge</i>	<i>Description</i>
<b>Completed</b>	<b>Charge</b>	
_____	_____	Publicity sent to local media to alert the public that this event will be occurring.

**RISKS TO PROPERTY/BUILDINGS/EQUIPMENT**

<i>Date</i>	<i>Person in Charge</i>	<i>Description</i>
<b>Completed</b>	<b>Charge</b>	
_____	_____	Site review completed prior to the activity. Concerns have been addressed and information shared with volunteers.
_____	_____	Equipment and tools for the event have been secured, checked for safety measures, and instructions provided. Adequate insurance to cover damage to major equipment is provided.

## RISKS TO PERPETUATION or CONTINUATION OF PROGRAM

<i>Date</i>	<i>Person in Charge</i>	<i>Description</i>
<b>Completed</b>	<b>Charge</b>	
_____	_____	A risk management plan is in place to help protect the image and perpetuation of the youth program.
_____	_____	Appropriate agency/organization personnel are informed of the community service activity.



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