



# Risk Management Checklist for 4-H Clubs Meetings, Activities, and Events

Risk management is a process of steps. These include:

1. Identify potential risks
2. Evaluate those risks
3. Determine what you can do to reduce the risks to an acceptable level
4. Continue to monitor the activity and make changes as needed

It is important to work with 4-H youth to let them know how important it is to be safe. They can help identify potential risks and even work to make the environment safer for all.

Below you will find a checklist for 4-H Clubs. Many of these involve forms that 4-H members will need to complete either at the beginning of the year or before the activity. Doing these items at the appropriate time shows that you have acted in good faith and within the scope of your duties to do all you can to provide a safe environment for all of your members.

## Approval of Activities

Field trips should be discussed with the local Extension office prior to the event

### Location of Activity/Event/Meeting

- Should be accessible to all participants.
- Consider access to restrooms and water.
- Evaluate hazards in the building or area.
- Know if participants have food allergies and plan refreshments accordingly.

## Proper Supervision

- Have enough volunteers for the group that you are working with. National 4-H guidelines are 1 adult per 10-12 youth.
- Some activities may require lower ratios such as 1:6 where youth are younger or the event involves a greater risk.

## Accident Insurance

- All enrolled 4-H members are covered by an annual accident insurance policy through American Income Life for all approved 4-H activities. Clubs should work with the extension office to determine when to utilize the special activities coverage through American Income Life when non-enrolled parents, siblings, and other non-4-H youth may be present at Extension sponsored events.

## Create an Emergency Plan

An emergency plan of action should be written and followed for each activity. This plan should consider:

- Potential risks and procedures planned.
- Minor incidents/first aid – who treats or determines procedure (first aid kit).
- Access to emergency medical treatment (telephone on site, list of phone numbers to call, transportation, Incident Report form, available, etc.).
- Encourage at least one adult to be trained in first aid and CPR.  
Natural catastrophe procedure (fire, tornado, lightning, etc.).

## Incident Reporting

- If there is an incident or accident, report it.
- Volunteers need to report all incidents or accidents (medical, property damage, altercations, etc.) to your local county extension office on the **Incident/Accident Report Form**.
- Have it with you at all 4-H activities.

## Child Safety Recommendations

- In order to protect paid and volunteer Extension staff and program participants, at no time during an Extension youth program may a volunteer staff person be alone with a single child where others cannot observe them. As volunteers supervise children, they should space themselves in a way that others can see them.
- Please review the Child Safety Recommendations for Youth Programs document for additional recommendations.

## Required Forms

### Extension Participant/Volunteer Agreement to Assume Risks And Fully Release All Claims

Confirm that all members and participants have a signed Extension Participant/Volunteer Agreement to Assume Risks And Fully Release All Claims form on file.

### Medical Information Forms

A 4-H Emergency Medical form should be collected when a youth is away from parents and time or distance is a barrier in reaching them for information.

- Medical forms **ARE NOT** collected for club meetings, workshops or other short term activities. Medical forms **ARE** collected for participation in field trips involving transportation without a parent/guardian or overnight activities. Volunteers should have printed copies on hand at all of these events/activities.
- Volunteer leaders should review health statements and familiarize themselves with any special medical needs or concerns of the 4-H members. Discuss with the parent/guardian the procedures that should be followed in the case of an incident.

## Transportation

Extension expects youth and their families to arrange personal transportation to attend Extension-sponsored events. If volunteers use a personal vehicle for an authorized 4-H activity, the vehicle must be insured in accordance with Illinois Financial Responsibility Law.

- Verification of a valid driver's license and current insurance is required. University of Illinois does have an automobile liability insurance policy for 4-H volunteers participating in scheduled and supervised U of I Extension activities. This is excess over other collectible personal auto liability insurance the person has.

## Arrival/Departure from meetings/activities

- Do not allow youth to depart with unauthorized adults.
- Adult leaders need to remain on-site until all youth have left.



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