

# Risk Management Checklist

Please use as you review your planning for each event/activity. This list is not intended to be all inclusive, but rather to provide a starting point for analyzing your risk management plan.

## Child Protection

### Supervising Adults and/or Teens

- Volunteers and/or chaperones selected through the Florida 4-H Volunteer Process and meet all requirements.
- Volunteers are/or chaperones oriented and trained for their roles, working with youth, emergency procedures and event/activity responsibilities.
- If a medical person is on site, all medications are accounted for and secured with medical personnel.

### Parents of Participants

- Parent Orientation conducted including purpose of program, rules and policies for participation, safety and emergency procedures, etc.
- If parents are serving as chaperones, selected through the Florida 4-H Volunteer Process and meet all requirements.
- Drop-off & Pick-up procedures communicated to parents (Restricted & Early Release Forms).
- Sign permission to participate or informed consent form for child.
- Understand financial obligations and pay any required costs by deadlines.

### Participants

- Process in place for youth so sign “in” and “out” of a program.
- Participant Orientation conducted includes rules, policies, guidelines, safety and emergency procedures.
- If an overnight event, separate sleeping quarters are provided for male and female participants.
- Adults and youth will also have separate sleeping quarters.

## Contracts

- Volunteers & Agents are not permitted to sign contracts. If a contract is required to be signed please contact your County Extension Director.

## Facilities

### Site chosen meets the following Safety Requirements:

- Provides a safe environment for participants.
- Accessible for individuals with disabilities and special needs.
- Emergency exits clearly marked, unlocked and easily accessible.
- Emergency equipment exists and is accessible if needed.
- Aware of other groups using the facilities and any potential conflicts.

### Site chosen meets the following Liability Requirements:

- If liability insurance is required by facility chosen, seek assistance from the County Extension Agent in obtaining appropriate liability insurance.
  - Obtain facility use forms, agreements and/or contracts from managements of the facility chosen.
  - Follow up with facility management and/or County Extension Agent to determine if facility use form/agreement/contract had been received and meets with the organization’s requirements.

## Transportation (If parents are not providing transportation for own child or minor is not providing own transportation)

### Required for All Drivers

- Meet all requirements set forth in University of Florida Environmental Health and Safety Office for Employees & Volunteers.
- If transporting youth in a 15 passenger van please consult the UF 15 passenger van policy [http://www.ehs.ufl.edu/programs/hazard\\_ergo/vanpol/](http://www.ehs.ufl.edu/programs/hazard_ergo/vanpol/)
- Copy of driver’s license and insurance on file.
- All drivers oriented of planned route, provided with maps and directions, have set meeting times & destinations and ability to communicate by cell phone or two-way radio.

### Required for All Participants

- Wear seat belts at all times.
- Refrain from behavior that is distracting to the driver.



## Liability Coverage

- Assess that adequate liability coverage is adequate
- Accident insurance has been secured for all participants. Contact [www.ailife.com/](http://www.ailife.com/)
- Secure proper liability insurance before transporting youth.

## Emergencies

### Participant Health Related Requirements:

- Signed Florida 4-H Participation Form with emergency contact information for each participant (minor and adult) and accessible by person(s) in charge.
- Access to health care in emergency is known and understood even when traveling out of town.
- Phone numbers of nearest hospital, ambulance, law enforcement.
- Health and/or accidental insurance secured. (i.e. – American Income Life).
- Incident or accident report forms available for use by person(s) in charge.
- Nurse, EMT, CPR trained personnel, Physician available on site or on call.
- Check with Extension Agent/Staff about 4-H Activity Insurance & Emergency Management Procedures.
- Two way radios and/or cell phones carried and used for emergencies and on-going communication.
- Current and up-to-date First Aid kit available.

### Unexpected Situations/Acts of Nature Planned for:

- Storm warning system.
- Plan for unexpected weather (access to shelter, means to contact parents of change of location, etc.).
- Nearest shelter in case of:

Fire\_\_\_\_\_

Flood\_\_\_\_\_

Tornado\_\_\_\_\_

