NEVADA 4-H
Risk Management – 4-H Checklist
(Approved/Reviewed by Nevada 4-H Policy Committee; August, 2010)

Event: ___________________________ Date(s): ________________________

Location: ____________________________________________________________

Coordinator(s): ___________________________ Phone: ________________________
_________________________ Phone: ________________________

Signature of person completing this checklist: ___________________________ Date: ________________________

Activity Planning
_____ If applicable, obtain completed 4-H Field Trip Permission & Waiver and Assumption of Risk forms from attendees.
_____ If applicable, obtain completed Photo/Audio/Video/Quote/Name/Town Release Form from attendees.
_____ Train and orient all staff, volunteers, and chaperones for understanding their roles and for working with youth.
_____ Ensure there are enough adults available to provide adequate chaperoning of the youth.
_____ Ensure the safety of youth from possible child abuse and other unsafe situations (stress, fatigue, injury, etc).
_____ Ensure everyone (adults and youth) knows how to properly handle and safely handle equipment.
_____ Organize a tracking system in order to account for whereabouts of everyone (check-in/out, emergency).
_____ If animals are involved, ensure that they are safe (from harm and from doing harm) and properly taken care of.
_____ Provide the parents/guardians with an activity itinerary and with plans for an emergency situation.

Facilities
_____ Complete all necessary communication, costs, paperwork, etc with the site manager.
_____ Have arrangements for liability confirmed (probably stated in the rental/user agreement with facility).
_____ Conduct safety inspection (exits accessible, buildings, arenas, open areas, etc).
_____ What are the site emergency procedures and safety procedures of equipment used and are others also using the site.

First Aid/Medical
_____ Binder containing Health Forms and Risk Assumption Forms is located on site and available when needed.
_____ First Aid Kit is properly stocked and located on site; everyone knows where it is and procedures for seeking First Aid
_____ If necessary, someone trained in First Aid is on site to administer First Aid when it is needed.
_____ Complete appropriate Incident Report (“Notice Of Injury Or Occupational Disease” or “Potential Liability Incident Report”) for each incident; which report to use is defined in “Risk Management & The 4-H Club Program”.

Emergency Situations
_____ Assign a “Safety Officer” who is responsible for emergency situations.
_____ The Emergency Action Plan is communicated to everyone (adults and youth).
_____ The person who is responsible for the Health/Risk Forms Binder, needs to get the binder in their possession.
_____ Where are (if available or make available) emergency kit(s), a second First Aid Kit, two-way radios, cell phones, etc.
_____ Emergency situations will probably require the completion of several Incident Reports; make sure are forms available.

Transportation
_____ Obtain a completed Transportation/Travel Permission & Waiver Form from all participants.
_____ Driver/vehicle qualifications (license, insurance, tire tread, broken car windows, broken car mirrors, etc)
_____ Ensure the travel route is communicated and understood by all drivers.
_____ Check traffic situation/detours/weather and have meeting place(s) in case of separation by some drivers.
_____ Have list of who is riding in which vehicle (it is probably good to keep this in Health/Risk Form Binder).

Overnight Activities
_____ Obtain a completed Overnight Lodging Permission & Waiver Form from all participants.
_____ If the youth are Junior/Intermediate Age 4-H Members, the guideline is one adult (gender specific) for every ten youth; if the youth are Senior Age 4-H Members, the guideline is one adult (gender specific) for each fifteen youth.
_____ All adults serving as chaperones for overnight activities must have been fingerprinted and successfully screened (as communicated by UNCE Administration and/or Area Directors).