



## 4-H Risk Management Checklist for Meetings 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 your 4-H'ers to let them know how important it is to be safe. They can help you identify potential risks and even work with you to make the environment safer for all.

Below you will find a checklist. Many of these involve a form that you or the 4-H'ers 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.

- Location of activity/event/meeting.**
  - Should be accessible to all participants.
  - Consider access to restrooms and water.
  - Evaluate hazards in the building or area.
- Proper supervision.**

Have enough adult helpers for the group that you are working with. Usually 1 adult to every 8-10 youth is sufficient depending on the activity. Clover Kids is 1 adult for every 6 youth.
- Yearly Program Plan/approval of activities.**

All field trips and outings by clubs and staff must be approved by the Extension office prior to the event. Any changes? Contact your county office.
- Accident Insurance.**

All enrolled/approved volunteers and enrolled/registered youth are covered by an excess accident insurance policy through American Income Life for all approved 4-H activities. There are a few situations where special event insurance and waivers are needed. Contact your county extension office for more information.
- Create an Emergency Preparation 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, an incident report form, etc.).
  - Two-deep leadership (at least two adults on hand) both know the plan and procedures.
  - Encourage at least one adult to be trained in first aid and CPR.
  - Natural catastrophe procedure (fire, tornado, lightning, etc.).
- If there is an incident, report it.**

Volunteers and staff need to record all incidents (medical, property damage, altercations, etc.) to the county office on an **Incident Report Form**. Have it with you at all 4-H activities.

**Medical Information/Release Form.**

A parent/guardian is to complete Medical Information/Release form as part of the standardized 4-H Online registration process prior to their child's participation in any 4-H activity. ***Volunteers should have printed copies on hand at all events/activities/ meetings .*** Keep in a file or notebook and carry with you to every meeting, outing or field trip you take 4-H'ers to. The leader and all assistants should study the health statements and familiarize themselves with any special medical needs or problems of the 4-H members. Discuss with the parent/guardian the procedures that should be followed in the case of an incident.

**4-H Request for Giving Medications Form.**

This form should be completed for any activity where parents/guardians cannot dispense medications. Accept medications only in their original containers and with a signed statement from a parent/guardian.

**Food.**

- Follow all food safety guidelines—hot foods hot and cold foods cold.
- Know if participants have food allergies and plan refreshments accordingly.
- Have water available.

**Transportation.**

If volunteers use a personal vehicle for an authorized 4-H activity, the vehicle must be insured in accordance with Iowa State Motor Vehicle Law. All traffic laws must be followed. No primary liability, collision, comprehensive or no-fault insurance coverage is provided by Iowa State University, University Extension or the State of Iowa. An excess liability policy covers authorized 4-H volunteers when driving personal vehicles for approved 4-H activities.

**Transportation Permission to Transport Youth.**

Written permission from a parent/guardian to transport 4-H'ers in vehicles during approved activities or events is included in the Medical Information/Release Form. Please review the form and comply with parent/guardian desires on who can transport their child.

**Arrival/Departure from meetings/activities.**

Personal transportation to and from 4-H program activities is the responsibility of the 4-H member, parent, volunteer or other driver. Be aware of who youth leave with and how they leave (car, bike, walk). Do not allow youth to depart with unauthorized adults. Adult leaders need to remain on-site until all youth have left.

Updates to this form will be located on the **Iowa 4-H Volunteer website**  
<http://www.extension.iastate.edu/4h/page/4-h-risk-management>

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