



## 4-H Volunteer Risk Management Checklist

Risk management is a process of steps. These include:

1. Identifying 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 after it gets started 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 participant.
  - Consider access to restrooms and water.
  - Evaluate hazards in the building or area.
- Ensure provide proper supervision.**

Remember to check to make sure you 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 activities require additional supervision.
- Turn in your Yearly Program Plan to get 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.
- Make sure your club takes out Accident Insurance.**

It is strongly recommended that all volunteers and youth be covered by supplemental accident insurance such as American Income Life for all 4-H activities. Injuries sustained while downhill skiing, tobogganing, bobsledding, or snow tubing are not covered. 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, please 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.

- Have youth/parents fill out the Medical Information/Release Form.**  
A parent/guardian is to complete and sign this standardized form prior to their child's participation in any 4-H activity. ***The original is to be kept at the county extension office and copies on hand at all events/activities/ meetings by the club leader.*** 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 parents 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 overnight activities where parents cannot dispense medications. Accept medications only in their original containers and with a signed statement from a parent or 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.**  
Personal transportation to and from 4-H program activities is the responsibility of the 4-H member, parent, volunteer or other driver. 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. No primary liability, collision, comprehensive or no-fault insurance coverage is provided by Iowa State University, University Extension or the State of Iowa. There is a secondary insurance policy that covers authorized 4-H volunteers when driving personal vehicles for approved 4-H activities.

- Review Transportation Permission to Transport Youth.**  
Written permission from parents to transport 4-H'ers in vehicles to approved activities or events is included in the Medical Information/Release Form. Please review the Form and comply with parent desires on who can transport their children. Written parental permission is not required for routine car-pooling of minors to and from regular club or group meetings.

- Arrival/Departure from meetings/activities.**  
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. Clover Kids groups have special requirements.

See Clover Kids Toolbox:  
[www.extension.iastate.edu/4h/Clover/toolbox.htm](http://www.extension.iastate.edu/4h/Clover/toolbox.htm)

Updates to this form will be located on the **Iowa 4-H Volunteer website**  
<http://www.extension.iastate.edu/4H/Volunteers/index.htm>

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