



Maryland 4-H Youth Development Risk Management Checklist

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 facility and any potential conflicts.

Site chosen meets the following Liability Requirements

- Obtain facility use forms, agreements and/or contracts from management of the facility chosen. Send form/agreement/contract through appropriate channels for review and proper signature.

TRANSPORTATION *(If parents are not providing transportation for own child or minor is not providing own transportation. Encourage parents to bring own child or make arrangements for transportation.)*

Required for All Drivers

- Meet all requirements set forth in University of Maryland Transportation Policy for Employees & Volunteers.
- Copy of driver's license and insurance on file with event coordinator or local Extension Office.
- 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.

EMERGENCY

Participant Health Related Requirements:

- Signed Health History 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.
- Current and up-to-date First Aid kit available.
- Health and/or accident 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.

Unexpected Situations Planned For:

- Plan for unexpected weather (i.e. access to shelter, means to contact parents of changes in location, etc.)
- Two way radios and/or cell phones carried and used for emergencies and on-going communication.

ACTIVITY OR EVENT

Supervising Adults and/or Teens:

- Volunteers and/or chaperones selected through the Maryland Cooperative Extension Volunteer Process and meet all requirements.
- Volunteers and/or chaperones oriented and trained of their roles, working with youth, emergency procedures and event/activity responsibilities.
- Provide an adequate number of screened chaperones (1 adult for 1-10 youth per state guidelines).
- Take steps to ensure safety of youth and adults from suspicions of child abuse, mishandling of funds, or mishandling of emergency situations.
- All medications are accounted for and secured with medical personnel.

Parents of Participants:

- Parent Orientation (face-to-face or in writing) conducted including purpose of program, rules and policies for participation, safety and emergency procedures, etc.
- Drop-Off & pick-up procedures communicated to parents (Restricted & Early Release Forms).
- Sign permission to participate or informed consent forms for child.
- Understand financial obligations and pay any required costs by deadlines.

Participants:

- Process in place for youth to sign "in" and "out" of a program.
- Make sure that participants know how to handle equipment properly and safely.
- Organize event to prevent injury, fatigue, or undue stress to participants.

Overnight Event:

- Follow Standards for 4-H Overnight Programs and Events.