



## 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.

Modified from Ohio 4-H Youth Development Risk Management Checklist, by Ryan Schmiesing, OSU Extension, Associate 4-H State Leader & Patty House, OSU Extension, 4-H Educator, Clark County.

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