



## RISK MANAGEMENT YOUTH EVENT CHECKLIST

This list is not intended to be all inclusive, but rather to provide a starting point for analyzing your risk management plan.

### MEDICAL

- \_\_\_ Official "4-H Participation Form" for all participants
- \_\_\_ Phone numbers of nearest hospital, ambulance, law enforcement
- \_\_\_ Cellular phone or radio
- \_\_\_ First Aid Kit (check expiration dates and replace any used or out-of-date-contents).

Make sure it is available and accessible. Provide information and/or training about universal precautions for blood and body fluids. Have plenty of drinking water available to prevent dehydration/heat exhaustion.

Allow for rest periods and quiet activities.

#### *First Aid Kit Content suggestions:*

- \*Band-aids (assorted sizes) \*Antibiotic cream \*Scissors \*Antiseptic \*Adhesive tape \*Safety pins
- \*3"x3" gauze patches \*Chemical cold pack \*Paper/pencil \*Flashlight \*Disposable gloves \*Tweezers
- \*Roll of gauze \*Hand cleaner
- \_\_\_ Check with Extension Agent/Staff about 4-H Activity Insurance and Emergency Management Procedures.

### ACTS OF NATURE

- \_\_\_ Storm warning system
- \_\_\_ Nearest shelter in case of:  
Fire \_\_\_\_\_ Flood \_\_\_\_\_ Tornado \_\_\_\_\_

### ACTIVITIES

- \_\_\_ Equipment should be appropriate to the activity and the age of the child.
- \_\_\_ Equipment should be maintained in good condition.
- \_\_\_ Make sure that hazardous materials (paint, gasoline, cleaning supplies, etc.) are clearly marked and stored properly.

### TRANSPORTATION

- \_\_\_ Individual drivers (who are not covered by your group's insurance policy) should carry a valid Kansas drivers license and proof of current insurance with a minimum coverage according to Kansas law.
- \_\_\_ Contract transportation (bus company, etc.) Should provide proof of insurance.
- \_\_\_ The driver/sponsor should carry "Kansas 4-H Participation Form" for each person in their vehicle.
- \_\_\_ The number of passengers should not exceed the limit of the vehicle. Each person should have their own seat and wear a seat belt.
- \_\_\_ If the vehicle has a passenger side air bag, do not allow young children to ride in the front passenger seat.
- \_\_\_ Headlights should be turned on for safety.
- \_\_\_ Don't drive fatigued - start out well rested.
- \_\_\_ Night driving can be dangerous - don't drive faster than you can see.

### PEOPLE

- \_\_\_ Develop a written job description, with training and supervision, for each position for each event.
- \_\_\_ Provide training for emergency response plan.
- \_\_\_ Practice "2-deep" leadership, where there are always 2 adults (over age 18) present at any gathering, meeting, or activity involving a minimum of 10 youth.

### OTHER

#### **TURN TO A LAWYER AND/OR INSURANCE PROFESSIONAL FOR HELP WITH:**

- Waivers/releases Informed Consent Participation forms
- Certificate of Insurance Hold Harmless Agreement Additional Insured