

4-H CLUB RISK MANAGEMENT CHECKLIST

Each 4-H Club is to have a plan for managing risk in their 4-H Club. The following check list is provided to insure proper planning for participant safety and preparation for emergencies. The check list is to be filed with the main club leader's files and be available for review by the 4-H Extension Office.

The items listed below are to be made easily accessible to participants during the 4-H club activities. All members, leaders and assistants should know the location of the following items in the case of an emergency. These items should be stored in a convenient place.

- Basic First Aid Kit
- "Official 4-H Registration" Forms (health form, parental permission, etc.) for each club member.
- Insurance Claim Forms
- 4-H Accident/Incident Report Forms
- Phone (land line or cell phone)
- Fire Extinguisher

The following steps are to be taken to reduce risk and increase the safety and welfare of those involved in 4-H club meetings and activities.

- All 4-H members will abide by the 4-H Code of Conduct.
- Parents and participants are provided with a club activity agenda, emergency telephone numbers and addresses.
- 4-H Club Leaders have made sure liability coverage for rental or private property has been established.
- 4-H Club Leader(s) will complete an activity location safety check. Hazardous areas will be cleaned and/or posted.
- 4-H Club Leader(s) will inform 4-H'ers of safe areas where they may work with their projects.
- 4-H members will be shown where telephones are located and instructed in the use of 911 for emergencies.

- ___ All adult, teen, and junior leaders will carefully observe the skills of members in handling their equipment, project (animal, etc.) around other 4-H members. If the safety of the member, non-member or animal is in danger the leader(s) have the right to take preventive action for the safety of all.
- ___ Club Leaders are asked to report any suspicion they have of child abuse, drug or alcohol abuse, theft or inappropriate behaviors to the 4-H Extension Agent.
- ___ Club Leader(s) will advise persons transporting 4-H members of liability issues.
- ___ Prior to showing animals, 4-H Leaders and/or show superintendents will point out:
1) how to secure animals in stalls/pens/cages, 2) how and when to leave pen/stall area, 3) where to wait for entry into arena, 4) who should help 4-H members with their animal(s), 5) equipment needed, 6) how to enter and leave show arena, and 7) other safety precautions.
- ___ If selling food as a part of a club event a food service permit must be secured from the County Health Department and proper food handling techniques are to be used. A copy of the permit is to be posted.
- ___ 4-H members will use the "buddy system" with other 4-H'ers as they participate in activities away from direct adult supervision.
- ___ 4-H Leaders will not leave 4-H'ers unattended after a meeting, but will provide supervision until 4-H members are picked up by parent/guardian or approved person(s).
- ___ All 4-H Club Leader(s) will develop/follow an Emergency Action Plan and share plan with 4-H members and parent/guardian(s).
- ___ Fund Raising approval has been secured from the 4-H Leaders Association if a club event is a fund raising activity.
- ___ Steps are identified to insure safe handling of funds and/or valuables used during 4-H activities.
- ___ Other? List.

Signature of 4-H Club Leader/Assistant Leader

Date: _____