Risk Management Checklist

for Program, Activity or Event Planning

Event: _____ Date: _____

General Risk Management Considerations

- ❒ The activity/event supports the UMaine Cooperative Extension mission.
- ❒ The schedule of events and emergency contact information for the activity/event have been communicated to appropriate individuals.
- ❒ When needed, orientation for volunteers, youth participants and/or parents has been scheduled before the event.
- ❒ Risks inherent with the event have been identified, and risk management strategies have been developed. Check with extension staff to determine if an Assumption of Risk form is needed.
- ❒ Appropriate forms completed (e.g., Code of Conduct and Behavior Guidelines, Parental Permission/Informed Consent, Health Form, Photo Release Form, Assumption of Risk Form, etc.)
- ❒ UMaine Cooperative Extension staff member has approved the activity/event.
- ❒ Provide for and require use of protective equipment if appropriate.
- ❒ A specific emergency plan should be in place and should include the following:
    - o warning method
    - o what actions will take place
    - o how will participants be accounted for to ensure everyone is safe
    - o how emergency services will be summoned and by whom
    - o who, if anyone is allowed to perform first aid
    - o Contact information for lead staff and volunteers for this event/program has been shared with participants/parents/staff etc.

When Youth are Involved

- ❒ At no time during an Extension youth program may a paid staff member or volunteer be alone with a single youth where others cannot observe them.
    - ❑ Paid or volunteer staff should never leave a youth unsupervised.
    - ❑ Public restroom supervision: Staff or volunteer will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the

facilities. No child should enter a public restroom alone. Always send children in pairs.

- ❑ Adequate number of volunteers secured to chaperone the event. 1:10 ratio of adults to youth, 1:6 ratio adults to Cloverbuds (youth ages 5-8).
- ❑ Do not release youth to anyone other than the authorized parent or guardian, or other adults designated in writing by the parent/guardian.
- ❑ Age-appropriate activities and assignments have been identified for this event.
- ❑ Provide participants and parents/guardians with activity itinerary and emergency phone numbers, addresses, etc.
- ❑ If available, review the event contingency plan for disaster.

First Aid

- ❒ At least one adult present has current first aid and CPR certification.
- ❒ A properly equipped first aid kit and personal barriers are available.
- ❒ Procedures have been identified and facilities are available to summon emergency assistance (e.g., working telephone, list of emergency numbers).

Severe Weather

- ❒ An adult is designated to coordinate severe weather decisions.
- ❒ A method is in place to monitor weather watches and warnings.
- ❒ Severe weather shelters have been identified and are available.
- ❒ A plan is in place to cancel and/or suspend the event, if necessary.

Transportation

- ❒ Drivers are properly licensed, insured and are at least 21 years of age.
- ❒ Vehicles/drivers are adequately insured.
- ❒ Safety belts are used for the driver and all passengers.

Facilities

- ❒ Exits are clear, and fire safety equipment has been identified and is usable.
- ❒ Snow and ice removal have been planned, if needed.
- ❒ The event facility meets accessibility requirements, or accommodations have been made for participants with disabilities.
- ❒ Drinking water and shelter from the elements are available.
- ❒ Appropriate restroom facilities are available.
- ❒ Extension cords and electrical equipment have been checked for safe use.
- ❒ Equipment and tools for the event have been secured, checked for safety measures, and instructions provided.

Food Safety

- ❒ Everyone involved in the food-related activity is appropriately guided in safe food handling practices.
- ❒ Necessary supplies are available.

- ❒ Personal cleanliness is maintained.
- ❒ Utensils, food containers and surface areas are kept clean.
- ❒ Food is completely cooked.
- ❒ Food is maintained at a safe temperature.
- ❒ Food is used within a safe length of time.
- ❒ Event-specific food safety requirements and regulations have been checked/implemented.

Insurance

- ❒ Submit Liability Insurance Certificate Request Form (if needed)
- ❒ Cooperating organizations have liability insurance. (if needed)
- ☐ Additional accident insurance has been purchased for a 4-H event. (if needed)