



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)