



What is Risk Management?

Risk management is identifying and assessing risk to minimize harm and monitoring the potential for negative outcomes. It means that 4-H staff and volunteers think through potential risks vs. benefits as a program/event is planned and decide ways to manage these risks.

Why is Risk Management Important?

Risk management is important to ensure the safety of youth and adult program participants, and spectators. Focusing on safety and prevention is an important educational component of the program and it begins before the program takes place. Practicing good risk management allows organizations to focus on achieving their mission.

Who is Responsible for Risk Management?

Wisconsin 4-H staff and 4-H volunteers planning projects/activities/programs are responsible for providing a safe environment. Staff and volunteers should review the Risk Management Checklist and develop a risk management plan as part of the overall program planning process.

How is Risk Management Incorporated into Youth Programming?

While planning, consider the unexpected risks in order to develop a risk management plan. The Risk Management Process includes three important steps:

Step #1: Risk Analysis (Identify, Assess and Analyze)

- Identify the potential risks involved in the program or event.
- Clarify the severity and frequency of the risk.
- Prioritize the risks to address.

Step #2: Risk Response (Develop and Implement a Plan)

- **Reduce the risk:** Change the program or conditions to decrease the likelihood or severity of an incident or accident.
- **Avoid the risk:** Do not conduct the project/activity/program, if the risks are too severe and the possibility of occurrence is too great.
- **Transfer the risk:** Share the risk by carrying accident insurance, using informed consent forms, paying vendors for services and holding projects/activities/programs at public venues.
- **Assume the risk:** Accept the risk and prepare for the possibility of an incident or accident to occur.

Step #3 Risk Review (Monitor and Evaluate)

- Monitor the risks
- Evaluate the risk management plan and make changes to reduce further risk.





UW-MADISON EXTENSION

"Creating a Safe Environment" - Risk Management Tip Sheet and Checklist

May 2020

Event: _____ Date: _____

Location: _____

Volunteer Coordinator: _____ Phone number: _____

Educational Purpose of Experience: _____

Facilities

- _____ Complete all necessary communication/costs/paperwork with site manager
- _____ Have arrangements for liability confirmed, (i.e., rental or private property forms, etc.)
- _____ Conduct safety inspection of site (i.e., building, arenas, open areas, etc.)
- _____ All facilities are accessible and exits are open and free
- _____ Review emergency procedures and equipment used at the site
- _____ Be aware of other groups using site (if applicable)

Transportation

- _____ Be familiar with University of Wisconsin-Madison, Division of Extension transportation policies and guidelines.
- _____ Confirm drivers are at least 21 years of age; personal insurance is primary coverage.
- _____ Purchase insurance when renting vehicles. Rentals should be in the name of 4-H Club/Group.
- _____ Transfer risk – charter or use commercial transportation
- _____ Designate meeting times & destinations in case group gets split up.

Emergency

- _____ Have signed participant (including adults) consent for treatment, health and insurance forms in designated location, accessible by coordinator/adult volunteer.
- _____ Have emergency action plan in place with a back up system known by all leaders
- _____ Share emergency action plan with all participants Carry necessary first aid kit, 2-way-radios, cell phones, and emergency road kit
- _____ Identify and schedule EMT, nurse, doctor, or CPR trained personnel (on site or on call).
- _____ Adults in this role must be certified in a minimum of First-Aid and CPR.
- _____ Have incident/accident report forms available.

Activity or Event

- _____ Train and orient all staff, volunteers, and chaperones for understanding of their roles and working with youth.
- _____ Make sure coordinators, superintendents, and chaperones are familiar with their job. Ensure animals are fed and secured.
- _____ Make sure that participants know how to handle equipment properly and safely.
- _____ Organize a tracking system (who's present, check out system, location, emergency numbers)
- _____ Organize event to prevent injury, fatigue, or stress to participants.
- _____ Provide for adequate 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.
- _____ Provide participants and parents/guardians with activity itinerary and emergency contacts.
- _____ Determine what type of accident insurance to purchase for activity or event.

Overnight Events

- _____ Develop educational plan for overnight experiences
- _____ Have a minimum of one chaperone per ten youth per gender (minimum of 2 adults are needed).
- _____ All adults serving as chaperones for overnight events must be enrolled 4-H volunteer leaders; 21 years of age at the time of the event and have completed the 4-H Youth Protection Process.
- _____ Health forms required for youth and encouraged for adults. Adult health forms are required for camp.
- _____ Provide secure, locked container/location for all medications.
- _____ Provide an orientation for youth including room check procedures and phone number for onsite adult emergency contact.