

## Risk Management Checklist

- \_\_\_ Determine that activities are age appropriate.
- \_\_\_ Analyze risk associated with the event / activity.
- \_\_\_ Develop strategies to address these risks.
- \_\_\_ Develop a risk management plan.
- \_\_\_ Develop an emergency action plan.
- \_\_\_ Distribute the risk management plan to the appropriate department chair, assistant director for 4-H Youth development, and agents, at least one week prior to the event.
- \_\_\_ Purchase excess medical insurance for the event. (UK Risk Management Office.)
- \_\_\_ Obtain a certificate of insurance from UK Risk Management.
- \_\_\_ Ensure that 4-H volunteers have completed the entire screening protocol and been accepted as Kentucky 4-H volunteers. (Never assume that a volunteer has completed the screening process.)
- \_\_\_ Plan and conduct orientation for volunteers and staff, prior to events.
- \_\_\_ Engage the required number of chaperones for the event. (Never less than 2.)
- \_\_\_ Collect signed liability shields from each participant. (Note: For state judging events, agents will collect liability shields. For trips beyond state judging contests ... i.e. teams competing at a regional or national level, the state specialist / associate will develop and collect the liability shields.)
- \_\_\_ Collect participant information enrollment forms with code of conduct on each participant.
- \_\_\_ Agents, specialists, or associates that coordinate transportation may use only screened, accepted KY 4-H volunteers, agents, specialists, or associates as drivers.
- \_\_\_ Conduct a site review prior to the activity to evaluate potential risks or hazards. Use this information to develop the risk management plan, the emergency action plan, and orientation briefings.