**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:

* + warning method
  + what actions will take place
  + how will participants be accounted for to ensure everyone is safe
  + how emergency services will be summoned and by whom
  + who, if anyone is allowed to perform first aid
  + 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)