

Ohio 4-H Youth Development Risk Management Checklist

FACILITIES

Site chosen meets the following Safety Requirements

- Provides a safe environment for participants.
- Accessible for individuals with disabilities and special needs.
- Emergency exits clearly marked, unlocked and easily accessible.
- Emergency equipment exists and is accessible if needed.
- Aware of other groups using the facility and any potential conflicts.

Site chosen meets the following Liability Requirements

- Obtain facility use forms, agreements and/or contracts from management of the facility chosen. Take form/agreement/contract to your County Extension Educator to send through appropriate channels for review and proper signature by OSU Extension Business Office and Legal Affairs.
- Follow up with facility management and/or County Extension Educator to determine if facility use form/agreement/contract has been received and meets with the organization's requirements.
- If payment of facility used is required, make deposit or payment per facility use form, agreement and/or contract only after contract has been approved through appropriate channels.
- If liability insurance is required by facility chosen, seek assistance from the County Extension Educator in obtaining appropriate liability insurance.

TRANSPORTATION *(If parents are not provided transportation for own child or minor is not providing own transportation)*

Required for All Drivers

- Meet all requirements set forth in Ohio State University Transportation Policy for Employees & Volunteers
- Copy of driver's license and insurance on file with event coordinator or local Extension Office.
- All drivers oriented of planned route, provided with maps and directions, have set meeting times & destinations and ability to communicate by cell phone or two-way radio.

Required for All Participants

- Wear seat belts at all times.
- Refrain from behavior that is distracting to the driver.

EMERGENCY

Participant Health Related Requirements:

- Signed Ohio Health History Form with emergency contact information for each participant (minor and adult) and accessible by person(s) in charge.
- Access to health care in emergency is known and understood even when traveling out of town.
- Current and up-to-date First Aid kit available.
- Health and/or accident insurance secured. (i.e. – American Income Life)
- Incident or accident report forms available for use by person(s) in charge.
- Nurse, EMT, CPR trained personnel, Physician available on site or on call.

Unexpected Situations Planned For:

- ☑ Plan for unexpected weather (i.e. access to shelter, means to contact parents of changes in location, etc.)
- ☑ Two way radios and/or cell phones carried and used for emergencies and on-going communication.

ACTIVITY OR EVENT

☐ Supervising Adults and/or Teens:

- ☑ Volunteers and/or chaperones selected through the Ohio 4-H Volunteer Process and meet all requirements.
- ☑ Volunteers and/or chaperones oriented and trained of their roles, working with youth, emergency procedures and event/activity responsibilities.
- ☑ If a medical person is on site, all medications are accounted for and secured with medical personnel.

☐ Parents of Participants:

- ☑ Parent Orientation (face-to-face or in writing) conducted including purpose of program, rules and policies for participation, safety and emergency procedures, etc.
- ☑ If parents are serving as chaperones, selected through the Ohio 4-H Volunteer Process and meet all requirements.
- ☑ Drop-Off & pick-up procedures communicated to parents (Restricted & Early Release Forms).
- ☑ Sign permission to participate or informed consent forms for child.
- ☑ Understand financial obligations and pay any required costs by deadlines.

☐ Participants:

- ☑ Process in place for youth to sign “in” and “out” of a program.
- ☑ If an overnight event, separate sleeping quarters are provided for male and female participants.
- ☑ Participant Orientation conducted includes rules, policies, guidelines, safety and emergency procedures.

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