



Risk Management Plan Activity or Event: Sample Community Service Project

Risk Management Steps

GENERAL OPERATIONS

<i>Date</i>	<i>Person in</i>	<i>Description</i>
Completed	Charge	
_____	_____	Age-appropriate activities and assignments have been identified for this event.
_____	_____	Risk analyzed for this event, strategies identified to address these risks and a risk management plan written and shared with staff, volunteers, and youth.
_____	_____	Accident/medical insurance taken out on all participants.
_____	_____	Certificate of insurance secured from insurance provider (if needed).
_____	_____	Cooperating organizations have liability insurance. (if needed).
_____	_____	First aid kit, cell phone, and list of emergency numbers available during event.
_____	_____	Emergency action plan is written.

RISKS TO PERSONNEL

<i>Date</i>	<i>Person in</i>	<i>Description</i>
Completed	Charge	
_____	_____	Role descriptions written and shared with adults and youth in leadership roles.
_____	_____	Guidelines for event written and shared with staff, volunteers, and youth.
_____	_____	Volunteer applications and the screening process completed on all new volunteers.
_____	_____	Orientation provided for staff, volunteers, and youth.
_____	_____	Adequate number of volunteers secured to chaperone this event. 1:10 (or lower) ratio of adults to youth.

RISKS TO PARTICIPANTS

<i>Date</i>	<i>Person in</i>	<i>Description</i>
Completed	Charge	
_____	_____	Role descriptions written and shared with participants if appropriate, such as leadership roles.
_____	_____	Extension Volunteer Code of Conduct and 4-H Annual Volunteer Agreement shared. Parental Permission/Informed Consent forms completed for each participant.
_____	_____	Publicity sent to local media to inform the public that youth will be conducting this event and to be on the alert for them.
_____	_____	Training provided on the use of equipment and tools. Proficiency of skills by youth has been considered.
_____	_____	If individual youth will be featured in publicity, media release forms are completed by all youth and signed by parents for those under the age of 18.

_____	_____	Medical release or health forms completed by youth participants.
_____	_____	Orientation provided for volunteers and youth.
_____	_____	Transportation will be provided only by parents or screened volunteers who have insurance and a valid license. Insurance and license should be verified. Youth under the age of 18 will not provide transportation.

RISKS TO PUBLIC

<i>Date</i>	<i>Person in</i>	<i>Description</i>
Completed	Charge	
_____	_____	Publicity sent to local media to alert the public that this event will be occurring.

RISKS TO PROPERTY/BUILDINGS/EQUIPMENT

<i>Date</i>	<i>Person in</i>	<i>Description</i>
Completed	Charge	
_____	_____	Site review completed prior to the activity. Concerns have been addressed and information shared with volunteers.
_____	_____	Equipment and tools for the event have been secured, checked for safety measures, and instructions provided. Adequate insurance to cover damage to major equipment is provided.

RISKS TO PERPETUATION or CONTINUATION OF PROGRAM

<i>Date</i>	<i>Person in</i>	<i>Description</i>
Completed	Charge	
_____	_____	A risk management plan is in place to help protect the image and perpetuation of the youth program.
_____	_____	Appropriate agency/organization personnel are informed of the community service activity.



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



University of Illinois • U.S. Department of Agriculture • Local Extension Councils
Cooperating University of Illinois Extension provides equal opportunities in programs and employment. The 4-H Name and Emblem are Protected Under 18 U.S.C. 707.