

RISK MANAGEMENT

THE IDENTIFICATION, ANALYSIS, ASSESSMENT,
CONTROL, AND AVOIDANCE, MINIMIZATION,
OR ELIMINATION OF UNACCEPTABLE RISKS.
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GENERAL STEPS TO MANAGE RISK



TAKE REASONABLE
AND PRUDENT
PRECAUTIONS



WORK WITH
EXTENSION EDUCATOR
TO PLAN EVENTS



FOLLOW BASIC 4-H
PROGRAM GUIDELINES



KEEP WITHIN THE
SCOPE OF YOUR 4-H
RESPONSIBILITIES

RISK MANAGEMENT

CONSIDERATIONS

INSURANCE

- Consult an insurance professional for all questions
- Look for exclusions on insurance policies and read all contracts carefully
- Avoid assuming responsibility for uncontrolled risks

SAFETY PLAN

- Addresses steps to take in case of emergency
- Includes all emergencies that may happen at a facility

VOLUNTEER SCREENING AND PLACEMENT

- Responsibility of Extension Educator
- Council members support educator by completing all paperwork quickly and encouraging other volunteers to do the same

OPERATING PROCEDURES FOR PROGRAMS INVOLVING MINORS

- Policies to protect minors participating in university-supported programs and activities
- All Extension staff and volunteers must complete the training every 2 years

SUPERVISION OF YOUTH

- Always have at least 2 approved adult volunteers when youth are present
- More supervision is better than not enough
- Review Child Sexual Abuse Risk Exposure Matrix to assess risk level

ACCESSABILITY AND EQUAL OPPORTUNITY

- All 4-H programs fall under federal guidelines for accessibility and equal opportunity
- No policy or practice should be used to exclude youth from membership or participation
- Meeting locations should not limit participation by individuals with physical limitations

RISK MANAGEMENT FORMS, WAIVERS, AND SIGNAGE

- documents that support the risk management efforts of 4-H include: liability release, accident/incident report form, youth/adult health forms, field trip and activities permission form, equine liability signage, etc.