Spokane County 4-H
Risk Management Planning Worksheet for 4-H Programming

Instructions: Nothing can replace the good management practices of planning, documentation, and training. In order to prepare for any activity, you must prepare for the best and worst that might occur. While there is no inclusive list of items from which to plan your activity, there are some general points from which to start. Use this “Risk Management Planning Form” as a tool as you plan your 4-H programs or activities.

These plans should be completed for major events such as competitive equine events, shooting sports, livestock judging and show clinics, etc. Not all categories may need to be filled in. Remember to collaborate with the Spokane County 4-H Office in finalizing your plans. To assure adequate time for review/revision and planning for special needs, this form should be completed—ideally—6-8 weeks prior to the event.

1. Name of your program/activity: __________________
2. Description (WHO, WHAT, WHEN, WHERE, VALUE)
   - WHO is involved in this activity (include the ages of the youth involved)?
   - WHAT are youth (and/or youth and adults) doing? What is the nature of the program/activity?
   - WHEN will this program/activity be offered (the time of the year and the time of day)?
   - WHERE will this program/activity be conducted?
   - Explain the VALUE of this program/activity (A brief overview of your main goals – what you hope to achieve by offering this program)?
3. Youth Supervision (Describe in detail how youth will be supervised during this program/activity?)
   ✓
4. General Safety Procedure (Include safety procedures specific to the program/activity. Be sure to address the handling of equipment, crowd control, safety review, etc.)
   ✓
5. Medical Procedures and First Aid Practices. What will you do if participants become injured or ill during your 4-H program/activity? Who provides medical care? At what level of care? What procedures and practices shall be followed? How close is the nearest hospital? How long does it take EMS (emergency medical services) to arrive on-site if needed? Include phone #’s of nearest emergency response teams.
   ✓
7. **What forms will need to be completed for this activity?** [Check (✓) all that apply.]

- Registration Form
- American Life Insurance registration completed on _______________ (date)
- Other: __________________________
- Other: __________________________
- Other: __________________________
- Other: __________________________

8. **How will you ensure that “supervisors” (volunteers or paid staff) are adequately prepared to assist or lead this program/activity?** (That is, assure that they understand the responsibilities of their position, they are aware of safety practices and procedures and how they should respond, they know to be alert to changing conditions that can bring about hazardous conditions, are familiar with relevant Washington State and Spokane County 4-H policies related to the program/activity)

   ✓

9. **What instructions will youth participants receive before the 4-H program/activity begins?** (That is, instructions for safety, training related to protective devices, rules and regulations, warnings, etc.)

   Consider written instructions as well as verbal.

   ✓

10. **What responsibilities will your 4-Hr’s take in this event**

    ✓

11. **What steps will you take (or not take) to encourage positive youth development among your youthful planners (your 4-H’rs involved in planning creating this event)**

    ✓

12. **What else should be added…from your perspective as the leader.**

    ✓

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