



## 4-H Activity Safety Checklist

Whenever a volunteer is working with youth in a 4-H setting, it is important to insure that the environment is safe and that appropriate steps will be taken in emergencies. Here is a checklist to help you insure that you are providing a safe environment for 4-H Youth:

- Is the space appropriate for the activity you have planned?
- Have you checked to make sure there are no safety hazards in the area? If there are, have you taken appropriate steps to reduce the risk?
- Have you taken a moment to locate and check exits, lighting at stairways and entrances, parking areas, fire extinguishers or other necessary items?
- Is there access to toilet facilities and water and do participants know about this?
- If any food is being served, are safe food handling procedures being followed?
- If activity is located off site, have permission and medical forms been collected? Are they available at the activity? If any medication is needed, have you made arrangements with the family for this to be done safely?
- At the beginning of the activity, have you shared necessary information such as plans for the day, rest room location, etc.? Do you have safety procedures for the activity planned and have these been communicated to the participants and other adults involved?
- Was an accident insurance application completed and submitted? Do you have forms to file a claim if needed? If so, do you know how to file a claim?
- What safety arrangements are made for emergencies? Do you know what they are and how to implement them?
- Do you know who is in charge and how to reach them? Is this person the designated spokesperson in case of incidents or emergencies? If not, who is?
- Are you familiar with the incident report form and do you have access to one if needed?
- What is the procedure for communicating between other group leaders if any and if needed?
- Do you know where the location of safety and first aid equipment is and can you access it if needed?
- Do you have a way to communicate the need for help if necessary?
- Is there an appropriate youth/adult ratio for the youth involved and the activity planned?
- If transportation of youth is involved, have the transportation policies been followed?

In any activity with youth, remember these key considerations:

- Communications
- Supervision
- Environment
- Safety procedures

Finally, remember to manage the activity so that a child is never left unattended. In addition, avoid situations where you or any other volunteer will be alone with a child out of view of others. These steps will help insure that the activity you are leading provides a safe and positive learning environment for all involved.