



# Providing Positive Youth Experiences

## Safety and Risk Management Checklist

Providing a safe and inclusive experience for 4-H youth is the top priority for 4-H Canada and 4-H Ontario. When planning 4-H club and association meetings and activities it is important to remember that youth and families participating maybe new to 4-H, the 4-H club or even the community. When planning club meetings or events keep the following in mind:

Risk Area	Check
<p><b>What are the required supervision ratios?</b></p> <ul style="list-style-type: none"> <li>Remember ratios are based on the age of youth and number of youth attending. For supervision ratios refer to Policy B-CE-10 found in the 4-H Ontario Policy Manual on the website.</li> </ul>	
<p><b>When will the meeting/event begin and end?</b></p> <ul style="list-style-type: none"> <li>This is important information for 4-H families to know so they can arrange transportation and be prepared to assume responsibility for their youth (remembering that 4-H insurance covers only the sanctioned event).</li> </ul>	
<p><b>How will the Rule of Two be maintained?</b></p> <ul style="list-style-type: none"> <li>Remember for the protection of all, there must never be a situation where an adult is one-on-one with a youth who is not their child/ward within 4-H meetings, programming and events.</li> <li>Please refer to Policy B-CE-10 found in the 4-H Ontario Policy Manual on the 4-H Ontario website.</li> </ul>	
<p><b>What will the youth be doing at the club meetings?</b></p> <ul style="list-style-type: none"> <li>Are the activities inclusive for all participants?</li> <li>How will the activities be explained so all participants understand what they are to do?</li> </ul>	
<p><b>Is there a cost involved with the activity?</b> (i.e. admission to a tourist attraction, local fair, should youth and families plan to purchase meals or snacks while at the event?)</p>	
<p><b>What do youth need to bring?</b></p> <ul style="list-style-type: none"> <li>Consider appropriate attire (clothing and footwear) for the club meeting, materials, supplies for the club meeting.</li> </ul>	
<p><b>What risks are involved in the planned activities?</b></p> <ul style="list-style-type: none"> <li>Keep in mind, every activity has risk. It is important to identify what the risk is when around machinery equipment, livestock, handling small animals, using scissors, glue guns etc.</li> </ul>	
<p><b>How will risk be addressed?</b></p> <ul style="list-style-type: none"> <li>Risk is everywhere and while it can not be eliminated, it can be mitigated. Think about what steps/actions can be done to minimize risk to 4-H youth, volunteers, guests, property.</li> </ul>	
<p><b>What is the emergency plan in the event of an injury, incident or someone becomes ill?</b></p> <ul style="list-style-type: none"> <li>Is there a designated first aider as part of the club leadership?</li> <li>Who is responsible for ensuring there is a First Aid Kit on sight (and that it is replenished after being used)?</li> <li>What is the plan for contacting 4-H families, 4-H Ontario and how is the plan communicated to 4-H families and other volunteers?</li> <li>How will the Rule of Two be maintained?</li> </ul>	
<p><b>Does the facility require proof of insurance?</b></p> <ul style="list-style-type: none"> <li>If so, please complete and submit to 4-H Ontario the Request for Proof of Insurance Form found on the 4-H Ontario website (portal) under Forms.</li> </ul>	