

ANR Cooperative Extension Risk Assessment Best Practices

Safety of Clientele, Volunteers, Public

A. 4-H YDP

1. Review of 4-H “high-risk” programs by 4-H Policy Committee and Risk Management unit
2. Require liability waivers for 4-H activities
3. Provide proper supervision for 4-H youth
4. Implement program evaluation criteria as suggested by 4-H YDP mission/direction committee
5. Reduce volume of 4-H YDP programs/activities to better manage programs/activities and reduce potential risk

B. All UCCE Programs

1. Require background investigation of all staff & volunteers
2. Execute and implement Illness and Injury Prevention Program (IIPP) and Disaster Preparedness Evacuation plans
3. Establish liability prior to use of facilities
4. Limit alcohol in UCCE-sponsored events
5. Make sure that local safety assessments are in place prior to an activity
6. When there is an event that we don’t sponsor (i.e., participating but not sponsoring event), take responsibility for the safety of individuals
7. Accept only those volunteers that best address UCCE needs
8. Provide adequate training and supervision to volunteers
9. Hold events only on public or private property that complies with safety standards
10. Implement standardized IIPP in all counties and systematically train staff and volunteers
11. Systematically evaluate risk and cost/benefits for all CE programs, not just 4-H YDP
12. Establish volunteer standards in all programs