



RISK MANAGEMENT FOR 4-H YOUTH DEVELOPMENT WORK¹

Pre-Event Planning Guide and Matrix

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Risk Management for 4-H Youth Development Work, Risk Management for 4-H Youth Development Work, is intended to prepare UF/IFAS Extension County faculty, staff, volunteers, and youth for the important task of providing best practices in risk management strategies.

Our goal is to conduct educational events and activities that coincide with the 4-H mission and mandates while protecting the safety of participants, sponsors, property, finances, and the goodwill/reputation of the 4-H name. The inherent risk of events and activities can be mitigated through planning and preparation. This risk management guide has been created to outline ways to prepare for and deal with the specific risks associated with your program.

Early planning is key to conducting successful events and activities. This Pre-Event Planning Guide and Matrix as well as the Risk Management Checklist are tools used during event/activity planning to determine the amount of risk. The Guide can be used to assist with planning an event that creates a safe environment for all work with youth.

Event Level:

- Club
- County
- Multi-County (District)
- State
- National

Event Occurrence:

- New Event (First Time)
- Reoccurring

Type of Event/Activity:

- Fundraiser
- Retreat
- Competition
- Conference/Seminar
- Social Activity
- Program
- Camp School Enrichment Program
- Organized 4-H Club
- After-School Program
- Other:

Planning Guide

Title of Event/Activity:

Individual(s) Responsible for Coordinating Event:

Name Position Email Phone Number

Name Position Email Phone Number

Scheduled Date(s)/Time(s) of Event/Activity (list all dates activity is planned to occur):

Start Date: _____

Start Time: _____

End Date: _____

End Time: _____

Location(s) of Event/Activity:

Primary: _____ Backup: _____

Number of People Attending: _____

How does this event/activity promote the mission of the 4-H program?

Provide a brief description of the planned event/activity.

Matrix

Step 1: List all activities that could cause illness, property damage, injury, financial loss, or negative publicity for the organization.

Step 2: Identify the type of risks associated with each activity. Is this activity associated with:

- **People**—Youth, volunteers, employees, clients, donors, board members, and the public.
- **Property**—Buildings, facilities, equipment, materials, copyrights, and trademarks.
- **Finances**—Sales, grants, and contributions.
- **Goodwill/Reputation**—Stature in the community and the ability to raise funds and appeal to prospective volunteers.

Step 3: Use the Matrix below to assess the current level of risk with each activity you listed in Step 1. Determine your initial score by finding the intersection of the probability that something will go wrong and the level of risk with the highest score. The lower the score, the lower your risk.

Levels of risk/severity	Probability that something will go wrong			
	A Likely to occur	B Probably will occur	C May occur	D Unlikely to occur
I. Severe/ critical	High 5	High 5	High 4	Medium 3
II. Significant/ medium	High 5	High 4	Medium 3	Medium 2
III. Minor/low	High 4	Medium 3	Medium 2	Low 1
IV. Insignificant/ very low	Medium 3	Medium 2	Low 1	Low 1

Figure 1. Chart listing the probability that something will go wrong.

Credit: UF/IFAS

Levels of Risk

- Severe/Critical—May result in death.
- Significant/Medium—May cause severe injury, major property damage, significant financial loss, and/or negative publicity for the organization and/or institution.
- Minor/Low—May cause minor injury, illness, property damage, financial loss, and/or negative publicity for the organization and/or institution.
- Insignificant/Very Low—Hazard presents a minimal threat to safety, health, and well-being of participants.

Probability That Something Will Go Wrong

- Likely to occur immediately or in a short period of time; expected to occur frequently.
- Probably it will occur in time.
- May occur in time.
- Unlikely to occur.

___ Initial Score ___ High ___ Medium ___ Low

Step 4: Brainstorm and list methods to manage risks and reduce the initial score.

Modifications to Event/Activity

- Reduce Risk**—Change the activity or conditions to decrease the likelihood that a loss will occur.
- Avoid the Risk**—Do not conduct the activity if the risks are too severe and the possibility of occurrence is high.
- Transfer the Risk**—Find someone to share some of the risk. Ways to share the risk include carrying accident or medical insurance, using informed consent forms, or paying vendors for services.
- Assume the Risk**—Accept the risk and prepare for the possibility of loss.

Step 5: Return to the Matrix to reassess the risk associated with each activity in Step 1 using the methods to manage risk.

___ Final Score ___ High ___ Medium ___ Low

Step 6: Determine whether to conduct the event and/or modify activities.

After assessing the risk and making modifications, we have decided to:

___ Conduct the activity ___ Not conduct the activity

Post-Event Assessment

1. Was the event/activity a success? Why or why not?
2. Did you encounter any unforeseen problems? ____
Yes ____ No

If yes, how can you better prepare in the future?

3. Are you going to continue this event? ____ Yes ____ No

If yes, what changes would you recommend for the future?

References

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Table 1.

Activity/Task	Type of Risk (Check all that apply)	Possible Risks of Activity	Ways to Manage Risk	Needed Changes	We Will _____ the Risk (Check all that apply)
	People Property Finances Goodwill/Reputation				Reduce Avoid Transfer Assume
	People Property Finances Goodwill/Reputation				Reduce Avoid Transfer Assume
	People Property Finances Goodwill/Reputation				Reduce Avoid Transfer Assume

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