

Risk Management for Extension Volunteers

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Risk Management



- 1) Liability
- 2) Volunteer Coverage for Liability and Requirements to be Covered
- 3) Managing Risk
- 4) What To Do in the Event of an Accident/Incident



Liability Terms

- **Duty of Care**
 - When leading a program you have accepted the legal responsibility of protecting participants from risks that it is reasonable to assume you could have anticipated.
 - When working with youth in the absence of their parents, Duty of Care means “In loco parentis” - meaning you would act as any reasonably prudent parent would act in the same or similar circumstances.
- **Liability**
 - Synonymous with responsibility
 - Liability involves the concept of a “penalty” when a responsibility may not have been met
 - A volunteer might be “liable” if he/she fails to perform his/her responsibilities to protect participants from risk
- **Negligence**
 - Failure to do what a reasonable or prudent person would have done in the same or similar situation

Liability

- In order to be found liable, the claimant must have 4 elements:
 - Existence of a legal “duty of care”
 - Failure to perform your responsibility to protect your participants from risk as any prudent person would have done - Negligence
 - Injury by claimant (mental, physical, emotional, property (Landscapes!))
 - Proof that your actions caused the injury



Requirements to be Covered

- Enroll each year as a VCE Volunteer
- Complete a background check every 3 years
- Volunteer work must take place on an approved VCE/Master Gardener Project
 - Project Approval Form signed by Agent



Protecting Yourself from Negligence

- Plan, Plan, Plan, and Record, Record, Record!
- “Risk management” is the process we use to identify, analyze, and manage risk during activities.
- The objective of risk management is the protection of our **human, financial, and physical** resources and assets from loss or destruction.
- Risk management is the responsibility of any and everyone who is involved in a planning or supervisory role for an activity or program.



Things to Consider for Risk Management

- Who, how old, and how many?
- Any special considerations for your participants?
- What will they be doing?
- When (time of year/time of day)?
- Where?
- Why? What are your main goals and objectives?
- Who has Duty of Care?
- Supervision Ratio (Youth - 5-8 = 1:5; 9-13 = 1:8; 14-18 = 1:10)
- How will you ensure competence of supervisors?
- Crowd Control
- Identify Risks/Potentially dangerous conditions (environmental, facilities, participant behavior)
- General safety procedures – what will you do if an accident/incident occurs?
- Medical Care/First Aid – plan, contact numbers
- Safety rules and Instructions
- Forms needed?





UNIT: _____

Risk Management Planning Worksheet for 4-H Programming

Instructions: Nothing can replace the good management practices of planning, documentation, and training. In order to adequately 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 when you are conceptualizing new 4-H programs and activities. Remember: The Risk Management Office at Virginia Tech should be involved in the review of all policy, procedural, and curriculum items that effect Virginia Cooperative Extension.

1. Name of your program/activity: _____

2. Description (WHO, WHAT, WHEN, WHERE, WHY)

- 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?



What to Do in the Event of an Accident/Incident

- Accident vs. Incident
- Serious Accident – follow procedures on Emergency Cards

EMERGENCY PROCEDURES

Ensure all steps are followed in accidents resulting in serious injury and/or fatality and incidents that involve law enforcement and/or may result in litigation.

- Priority attention: care for injured; stabilize the situation.
- Call 911 or police, ambulance and clergy as appropriate.
- A responsible Cooperative Extension representative stays at the scene.
- Make NO statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel, Risk Mgmt., or University Relations.
- Appropriate person must immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
- Contact your supervisor, unit coordinator and Risk Management **ASAP**.
- Contact Virginia Tech Legal Counsel.
- Immediately complete the Accident/Incident report and take notes; **FACTS ONLY**. A copy of the report form can be found in the Risk Mgmt. Guide.
- Refer all media to University Relations. **DO NOT MAKE ANY COMMENT!**
- Call Virginia Tech Police for assistance if you cannot reach emergency contacts.



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VIRGINIA STATE UNIVERSITY

EMERGENCY CONTACTS AND TELEPHONE NUMBERS

First Contact Risk Mgmt. Office: 540-231-7439 Home: _____

Supervisor: Name: _____

Office: _____ Home: _____

University Relations: 540-231-5396 VT Legal Counsel: 540-231-6293

State Police: Cell Phone #77 State Police Local: _____

VT Police: 540-231-6411 Local Police: _____

THESE PROCEDURES SHOULD ONLY BE FOLLOWED IN THE EVENT OF A FATALITY OR AN EMERGENCY WHICH INVOLVES SERIOUS INJURIES OR LIFE THREATENING INCIDENTS.

Information on how to handle incidents of a lesser nature, or on what forms to complete may be found in the Risk Management Information Guide for Virginia Cooperative Extension.
The general switchboard number for Virginia Tech is: 540-231-6000.

VT/028/1103/25M/241423/490101

Emergency Phone Numbers

- Supervisor: *Megan Tierney*
 - Office number: 757-890-4940
 - Cell Number: 757-752-0429
- State Police: 804-674-2000
- York County Police: 757-890-3630

If something does happen.....

- Fill out the Accident/Incident Report Form ASAP



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4-H Form
Publication 388-034

Accident/Incident Report

VIRGINIA TECH - OFFICE OF RISK MANAGEMENT (0310)
BLACKSBURG, VA. 24061
540-231-7439 FAX: 540-231-5064

Name of Responsible Office _____ Date of Report _____

Name of Responsible Virginia Tech Representative _____

Address _____ State _____ Zip _____

Phone _____

Name of Injured Person(s) or Involved Person(s) _____ Age _____ Sex _____

Address _____ State _____ Zip _____

Phone _____

Name of Injured Person(s) or Involved Person(s) _____ Age _____ Sex _____

Address _____ State _____ Zip _____

Phone _____

Name of Parent or Guardian (if minor) _____ Age _____ Sex _____

Address _____ State _____ Zip _____

Phone _____

Name/Addresses of Witnesses (Each Witness Should Attach a Signed Statement of What Happened):

1. _____

2. _____

3. _____

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Form 03C rev

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4-H

- *All VCE programs that work with youth are considered “4-H”*
- *4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.*
- *The mission of 4-H is to help youth develop life skills that will allow them to become self-directing, contributing, and productive members of society.*



What does 4-H stand for?



What does 4-H stand for?

- Head
 - Mental Development
 - Deeper knowledge and reasoning
- Heart
 - Emotional Development
 - Caring and Concern for others
- Hands
 - Skill Development
 - Ability to do, skill in doing, habit of doing
- Health
 - Physical Development
 - Understanding and appreciating a growing and changing body





Essential Elements of 4-H: BIG M

- Belonging
 - Positive Relationship with a Caring Adult
 - Inclusive Environment
 - Safe Environment – emotional and physical
- Independence
 - Ability to see oneself in the future
 - Self-determination
- Generosity
 - Opportunity to value and practice service to others
- Mastery
 - Engaged in learning
 - Have opportunities to demonstrate their knowledge and skills



4-H Policies: Forms

- Health History Form
 - Emergency contact information
 - Media release
 - Dietary and health concerns
 - Release authorization
 - Emergency authorization
- Code of Conduct
 - Outlines expected behavior and consequences



4-H Policies: Above Suspicion



- **Avoid One-on-One Situations:**
 - Any situation that places you alone with only one other youth.
 - Always travel in groups of three or more.
 - Always have another adult volunteer with you when you are around youth
 - Always be aware of your surroundings and your situations. If you become aware that you are in a one-on-one situation, move towards other people as quickly as possible.

Whew!

Questions?

