## Appendix I: Risk Management Planning Worksheet

This worksheet is a tool to help volunteers think through the logistics of an activity or event with risk management in mind. It is adapted from the Risk Management Planning Worksheeet for 4-H Programming at <https://www.pubs.ext.vt.edu/content/dam/pubs_ext_vt_edu/388/388-051/388-051-PDF.pdf>.

Description
Who is involved in the activity? What are participants asked to do? When will the activity be offered? Where will the program be conducted? Why is this program being conducted?

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Volunteers
How many volunteer leaders are needed for this activity to provide adequate supervision of the other participants? What knowledge and skills do volunteers need in order to fulfill their responsibilities? What training and communications will you provide to make sure all the leaders are aware of the safety practices and procedures for this activity?

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Safety Procedures
What safety procedures are needed for the activity? Are there some general precautions to be taken? What specific risks should be considered due to the nature of this activity, the time of year that it is being offered, the location, and the number and type of participants?

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Medical Procedures and First Aid Practices
What will you do if participants become injured or ill during the activity? How far will you be from emergency medical help? Can you get a cell signal from the location? Where is the nearest hospital?

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Participant Communications
How will participants be informed of the nature of the activity, the schedule, and the safety procedures? How will you register participants? What instructions will you provide at the event?

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Other
Is there any other important information not covered above?

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## Appendix II: Risk Identification Worksheet

This worksheet is a tool to help volunteers identify and plan for the risks they are likely to encounter for any activity they are planning to do. It has been adapted from the Risk Management Strategy Matrix for Volunteer Service Projects by the Historic Rivers Chapter of the Virginia Master Naturalist program.

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| Categories of Risk | Specific Risks for this Activity/Event | Procedures to Manage These Risks  |
| General Personal Safety |  |  |
| Duty of Care |  |  |
| Vulnerable Populations |  |  |
| Weather and Environment |  |  |
| Contact with the Public |  |  |
| Contact with Wildlife/Plants |  |  |
| Field Etiquette, Rules, and Laws |  |  |
| Information, Protocols, and Scientific Integrity |  |  |
| Administrative |  |  |
| Other Risks |  |  |

## Appendix III: Field Work Risk Management Checklist

This checklist is a tool to help volunteers who are leading field trips, nature walks, or other outdoor education or service events.

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|  | Be Aware of Potential Risks | * weather issues (wind, lightning, excessive heat or cold)
* uneven, slick surfaces on trails
* ticks and various biting or stinging insects
* physical exertion, such as from standing for long periods
* possible separation from the group
* (Identify other relevant risks for the particular activity.)
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|  | Pack Necessary Items | * first aid kit
* incident report forms
* VMN/VCE Emergency Card
* directions to site with address in case EMS needs it
* any notes or documentation of risk management plans
* cell phone
* registrant list with contact information
* site permits or activity permissions, if applicable
* (Identify other necessary items for the particular activity.)
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|  | Know What To Do In An Emergency | * In an emergency, CALL 911 and follow the procedures on the VMN/VCE Emergency Card.
* If possible, obtain permission from the injured person to assist them.
* Keep your chapter advisor informed using their information from the VMN/VCE Emergency Card.
* Complete the incident report form for incidents more serious than minor cuts and scrapes. Submit any incident report forms to your advisor and to the VMN state program office.
* Provide first aid at the level at which you are trained or certified. Provide supplies for the injured person to administer to themself if they are able.
* Do not leave injured person behind on their own; arrange for someone to stay until help arrives.
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|  | Provide Oversight During the Event | * Use registration forms or check-in sheets to document who is in attendance.
* Provide clear instructions and safety precautions at the beginning of the activity.
* Ask participants to make the leader aware (privately) of any medical conditions that may be an issue during the activity.
* Stay aware of weather conditions and change plans accordingly.
* Make sure that participants have opportunities to stay hydrated and to rest.
* Account for everyone going and returning before you leave. If they want to leave early or ride with someone else, make sure they tell you. The buddy system can help with this as well.
* Remind everyone to do tick checks during and after the field trip.
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