

# 4-H Event Planning Safety Worksheet

For every event planned, there needs to be some thought put into safety. Whether it's a public speaking competition or a riding camp, injuries and incidents can happen. The more prepared you are, the more likely you are to have an incident-free event. By identifying and then eliminating or managing any hazards ahead of time, you will ensure a successful and safe event for all.

<b>Name of event</b>	
<b>Location</b>	<b>Date</b>
<b>Event contact person</b>	<b>Phone #</b>

## First Aid

<b>Will someone with first aid training be on site for the duration of the event?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, who?</b>	<b>Phone #</b>
<b>Will there be a first aid kit available at the event site?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>First Aid Kit location</b>	

## Facilities

<b>Where is the breaker box for the building located?</b>	
<b>Where is the fire extinguisher located?</b>	
<b>Where are all fire exits located?</b>	
<b>Where is the muster point? (Gathering area in case of evacuation)</b>	
<b>Is there enough space for the anticipated number of participants?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Signage

<b>Have all off-limits or dangerous areas been sufficiently marked?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have all emergency exits been identified?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Has all parking been identified?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Has the muster point been identified?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are there any rules to be posted?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>