

## Risk Management Planning for RA Leaders

Making a plan can help you let parents and the church know you are working to keep Royal Ambassadors safe and fun. These suggestions help you ask questions in order to locate people to contact in case of an emergency, understand the places where emergency care can be obtained, and prepare to respond quickly and effectively in an emergency. Sample Risk Management Plan and Injury Report forms are in the RA Forms section.

Find out your church's policies on dealing with emergencies, outings, and accidents. This includes what to do, where to go, and who to contact. It is useful to have RA leaders take training in first aid and cardiopulmonary resuscitation (CPR).

Have parents and boys complete a Royal Ambassador Information Form during a parent and son meeting at the beginning of the year. A sample form is included in the RA Forms section of this book. Update this information yearly.

Obtain a notarized Activity Permission and Medical Release Form (in the RA Forms section) from each boy for activities that take place away from the church. Make copies of these forms and give the extra copies to the other RA leader before the trip.

### **Risk Management Plan (sample)**

Name of activity: RA Racer Car construction Date(s) of activity: March 5, 9, 19, 2008

Age level of participants: Lads grades 1 - 3 Additional adults present: 3 fathers of RAs

Description of activity: The activity will involve the boys sanding by hand, painting, and an adult cutting a recess in each car with a Dremel power drill so weights can be inserted. The cars consist of a pine block. Adults will instruct the boys in safe procedures, especially inserting axles and wheels.

Safety needs to consider in doing the activity (include equipment, area, supervision):

Equipment and supplies needed:

- Dremel drill, sandpaper, paint, electric outlet, safety glasses, scrap wood block, hammer
- First-aid kit with band-aids needed in case of injury. (Will be brought from church storage closet.)

Safety concerns:

- Ventilation is needed to handle the dust from the sanding.
- An adult will do the cutting of the car for the weights. A safety perimeter will be established around the drill with the adult using it. Safety glasses will be worn.

Emergency response:

- In case of injury, apply first-aid, and immediately notify parent(s) of the injured boy.
- Contact Deacon (Dr.) Joe Smith, and if needed call ambulance from Baptist East Hospital (909) 555-5555.