University of Idaho 4-H Shooting Sports

Risk Management Activity Checklist

This document is designed to assist 4-H Shooting Sports instructors or other personnel working within this program area to identify potential hazards that might exist, so corrective action can be taken if necessary to help safeguard participants, adult personnel and the general public. While not an exhaustive list, it provide the foundation for establishing appropriate risk management practices.

Facilities
___ Complete all necessary communications/costs/paperwork with site manager
___ Confirm liability insurance coverage arrangements, if needed (rental or private property forms, etc.)
___ Conduct site safety inspection (buildings, range, firing lines, signage, etc.)
___ Insure facilities are accessible, entrances/exits are open and free of obstructions
___ Review emergency procedures and equipment use for this site
___ If other groups are using the site, have sufficient safety protocols been implemented

Staffing/Supervision
___ Currently enrolled and authorized 4-H Shooting Sports instructors, certified in the corresponding disciplines, are present to teach and/or supervise all relevant activities/events being conducted
___ Authorized assistant instructors (ages 18-20) may only assist in teaching, under the direct supervision of a current, certified instructor
___ Maintain appropriate adult/youth ratio (recommend not less than 1:10 for safety purposes)
___ Youth participants are officially enrolled 4-H members, who meet established age requirements

Documentation (Health, Insurance, Medical)
___ Confirm physical possession of, or electronic access to, member and certified volunteer health information/consent/releases and liability waivers
___ Collect liability/risk management waivers from non-certified adults who are assisting

Emergency Preparedness
___ Have an emergency action plan established, and known by all adult volunteers
___ Review the emergency action plan with all participants
___ Have a basic first aid kit; have access to cell phones/radios to reach additional assistance
___ Identify a certified First Aid person (either on-site or on-call)
___ Have copies of Accident/Incident Report forms available

Transportation
___ Insure drivers are in compliance with University of Idaho 4-H policy and procedure transportation provisions (including age, insurance coverage, screening requirements, etc.)
___ Meet and review planned route with all drivers; include destination and meeting time in case group is split up due to traffic
___ Check road condition reports for safety, if traveling in questionable weather conditions

Onsite Activity/Event Considerations
___ Insure all participants and volunteers are well oriented on safety, range etiquette and proper handling of firearm/archery equipment
___ Organize a participant/volunteer tracking system (check-in, check-out, location, emergency number, etc.)
___ Certified discipline 4-H volunteers check equipment for safety
___ Verify adequate backstops for targets and safety buffers throughout the course
___ Post and review specific rules and commands for each discipline being held
___ Only allow participants and authorized personnel in the waiting area and at the shooting line.
___ Range officials and authorized volunteers are clearly identified (i.e. Color-coded vests, hats or other visible indicators)
___ Hearing protection required for muzzleloader, smallbore & shotgun; eye protection required for all but archery
___ Insure all participants and volunteers have appropriate clothing and footwear

Event: _____________________________________________ Date: _______________________
Location: __________________________________________ Checklist complete by: _____________________________