

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: _____