

North Dakota 4-H Outdoor Skills

Shooting Sports

Risk Management Checklist

Use this checklist as a way to start assessing that safety and security of your shooting sports program. After reviewing the checklist results, you can decide which safety issues need further attention in your risk management plan.

First Aid

Emergency phone numbers posted

Fire Department	Yes	No
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Doctor	Yes	No
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Hospital	Yes	No
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Emergency Responders	Yes	No
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Designated person to call emergency responders in case of accident	Yes	No
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Employees/volunteers trained in first aid procedures	Yes	No
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Employees/volunteers trained in CPR procedures	Yes	No
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First aid supplies are maintained	Yes	No
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First aid supplies and procedures are checked on a regular basis	Yes	No
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All secondary injuries are reported to parents/guardian	Yes	No
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Medical Facilities

Physician or clinic designated for referral of injuries	Yes	No
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Emergency responders notified of event/meetings	Yes	No
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Safety Review

Key operational and product hazards identified

Before accident	Yes	No
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After accident	Yes	No
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Standards for purchase of safe equipment and supplies	Yes	No
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Safety and security review of new facilities and operations	Yes	No
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Procedure for compliance with government	Yes	No
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Regulatory requirements	Yes	No
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Disaster emergencies

Written plan for emergency action and recovery

Fire and explosion	Yes	No
Tornado and flood	Yes	No
Evacuation procedure	Yes	No
Recovery plan	Yes	No

Provisions for:

Copies of vital records	Yes	No
Temporary equipment	Yes	No
Cash control system established is followed	Yes	No
Personnel trained to report suspicious persons	Yes	No
Doors, side and rear, kept locked	Yes	No

Transportation

All personnel who drive have valid drivers license	Yes	No
Persons with frequency of accidents and/or violations not allowed to drive for organization	Yes	No
Written driving rules circulated	Yes	No
A plan to assure youth are being picked up by proper person(s)	Yes	No

Accident review

Organization reviews all accidents	Yes	No
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Child Protection and Required Forms

All adults helping with program have been went through the NDSU Extension Child Protection Program	Yes	No
All participants have a medical form filled out and signed by parent/guardian	Yes	No
All participants have a parental consent form filled out and signed by parent/guardian	Yes	No

Supervision

Have established in writing what levels of supervision are required during a 4-H Shooting Sports Event	Yes	No
All adults helping with activity have been trained according to ND 4-H Shooting Sports requirements	Yes	No

Records

Up-to-date records of training activities are kept	Yes	No
All equipment and sites have been inspected by a qualified individual and a log kept	Yes	No
Equipment fits shooters	Yes	No

Warnings

Following signs posted at trainings and activities

Range Rules	Yes	No
Range Commands	Yes	No
Do not enter signs posted on all entries	Yes	No
Other signs as needed posted	Yes	No
Students are instructed and understand the inherent risks of shooting sports activities	Yes	No
All participants required to wear safety equipment appropriate to activity	Yes	No

Adequate and Safe Equipment

Equipment is proper for the program	Yes	No
Equipment fits participants	Yes	No
Are mechanically safe	Yes	No
Inspected and certified by a qualified individual before each activity	Yes	No
Maintain equipment log for all equipment	Yes	No
Backstops/targets in good working conditions	Yes	No
A procedure for storing and transporting equipment	Yes	No

Inspection of premises

Lighting is adequate, including stairways	Yes	No
Emergency lighting needed	Yes	No
Overloaded electrical circuits	Yes	No
Use of extension cords forbidden	Yes	No
Handrails on stairs in good repair	Yes	No
Loose treads on stairways	Yes	No
Loose carpets or tiles on floors	Yes	No
Adequate space between gas and electric equipment and combustibles	Yes	No
Combustibles stored under stairs or in concealed spaces	Yes	No
Smoking forbidden or restricted	Yes	No
Trash is removed daily	Yes	No
Fire extinguishers		
Located throughout premises, including kitchen	Yes	No
Maintained in good condition	Yes	No
Personnel trained in proper usage	Yes	No
Personnel trained in fire procedures	Yes	No
Restrooms kept safe and sanitary	Yes	No