

Session plan and risk assessment

Archery

Session Length: 75 minutes

Instructor / participant ratio: 1:12

Session Aim: To provide a safe, fun and interesting introduction to the sport. To introduce key French words and phrases associated with the activity

Equipment Required: Bows, arrows, targets, bracers, a first aid kit and a walky-talky.

Suitable Activity Areas: Outdoor range

(If there are 2 groups, use the range on the left and the range on the right – NOT the middle range.)

(The barriers that limit the shooting zones are removable, it's up to you to adjust them.)

<u>TIME</u>	<u>CONTENT OF THE ACTIVITY</u>
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-20	<p>Session Preparation:</p> <p>Check group information: age, ability, experience, number in group. Ensure you are aware of any relevant medical information. Take the arrows from the store room and set up the range. (Put the targets up, string the bows).</p>
0	<p>Meet and Greet and Introduction:</p> <p>Introduce yourself and the session. Check the group: correct group, number of participants, relevant medical information, appropriate clothing.</p> <p>Escort the group to the range.</p>
10	<p>Safety brief:</p> <p>Explain general safety such as waiting areas and rules of the range.</p>
15	<p>Teaching the technique</p> <p>Introduction of the equipment and how to use it correctly.</p>



Check arrow lengths if required
Warm up as required.
Demonstrate the correct stance and shooting technique.

Demonstrate the correct method for picking up arrows.

Emphasise that the children need to take the arrows gently from the fixed quivers in the shooting zone.

Give out the arm protections. Check that they are worn correctly. It is necessary to wear the arm protections as well as wearing long sleeves,

but you can put the protection on top of or underneath the long sleeve, this means that in the summer, the children can put their long sleeved t-shirt on when they are shooting and then take them off, without removing the protection every time.

30 **Practice**

Split group into small groups (4 person maximum). **Note:** try to not put left handed archers in the same group. First group to approach shooting line.

Allow each participant to shoot 3 arrows under direct vocal guidance.

Repeat for all groups. As a group is practicing, you can ask the rest of them to complete their workbook.

The instructor is to retrieve the arrows between each group.

Make sure you retrieve ALL the arrows.

50 **Competition**

Explain the scoring system. First round: children shoot 3 arrows again, this time the score is noted. Emphasise the score so the children can practise their French number skills. The instructor must provide constant coaching, in order to allow the children to improve. Second round: the children shoot 3 arrows again but this time there is a balloon in the middle of the target, if a child bursts the balloon, he/she gets a bonus.

THE CHILDREN MUST SHOOT A MINIMUM OF 9 ARROWS AND THE BALLOON IS OBLIGATORY.

YOU MUST NEVER SHOOT AT THE SAME TIME AS THE CHILDREN when you are leading the activity. If you really need to shoot, because you are missing a person (for a team game), you must wait until all the children have shot before having your go.



70 **End of session**

Carry out review (using an appropriate review tool as below) of activity and language (including completion of workbooks)

75 Thank the group AFTER having escorted them back to the château.

The arrows should never stay at the archery range.

Tidying

Put to one side any damaged equipment so that it is not used by anyone else. Remember to tell your colleagues if they need to bring a bow, a cord or targets with them.

If you are the last group of the morning and it is raining, remember to cover the targets.

If you are the last group of the day (sometimes this can be a morning group so it is a good idea to check the planning before doing the activity) put the protections on the targets and de-string the bows.

Half the equipment should stay in the box in the left cabin and the other half in the box in the right cabin. Please respect the colour coded system for the equipment in each cabin. In order for the sessions that follow to run smoothly, please DO NOT mix up the colours. Targets are kept in the middle box

Please pick up all the rubbish near the targets.

Review tools for Archery

What I learned

Positive Feedback

Scores

Rounds

Drama

Positions

Linguistic Review (colours, workbook, body parts, numbers)



At the end of each session staff are asked to complete the following tasks:

- ❖ Tidy the area, picking up any litter, burst balloons, etc...
- ❖ Clean the white board
- ❖ Check bows, arm bracers, targets and any other equipment for damage and place in the storage box
- ❖ **The targets** – if it is raining, take the targets to the drying room at the end of the activity (morning and evening). Make sure you tell the animateur who has the next archery session. If it is not raining, leave the targets up at lunchtime (if there is archery in the afternoon) otherwise you must put the targets in the tube in the storage box.

- ❖ Lock the storage box
- ❖ Check all arrows are accounted for
- ❖ Ensure that ALL any damaged or unusable equipment is clearly marked, placed in the appropriate area so that it cannot be used and that the damage is reported to the office
- ❖ Replace any damaged or unusable equipment / arrows so that the activity is ready for the next session

General:

The above only takes a few minutes at the end of each session and shows a professional approach and respect for colleagues.

If carried out by ALL staff it will improve the environment of the Château and generally make life easier and better for all staff.

IT IS ALSO IMPORTANT FOR ALL STAFF TO:

- ❖ **Report all safety issues/ risks.** It is ALL our responsibilities to do all we can to continue to improve the safety of our guests and colleagues.
- ❖ **Report all accidents and incidents involving guests AND staff.** It is only by understanding why accidents/incidents have happened and acting upon this information that we reduce the risk of a reoccurrence
- ❖ **Ensure all storage areas are kept locked**
- ❖ **Ensure that all storage areas are kept tidy**
- ❖ **Return walky-talkies to the Local.**



RISK ASSESSMENT

Hazard	Risk	Persons at risk	Level of Probability	Control Measure	Outcome
Misuse of equipment during the activity	Injury from striking objects	Group/Staff	Medium	Instructor to have equipment in sight at all times	Low
Participant in front of shooting line / Shoot in direction of someone	Risk of being hit by an arrow	Group/Staff	Medium	No one to go forward of shooting line unless directed to by an instructor and area deemed safe. All non shooting participants to wait in the designated waiting area. All archers to point their bow to the targets (and the instructor is to make sure they are doing this)	Low
Hitting forearm with string	Bruising	Group/Staff	Medium	All participants to wear long sleeves and arm bracers	Low
Arrow getting stuck in bow	Injury from end of arrow coming into contact with participants hand	Group/Staff	Medium	All arrows should be checked for length before shooting commences, this length should be 3 inches longer than the outstretched arm length	Low
Incorrect arrow retrieval	Injury from arrow hitting person	Group/Staff	Medium	Arrow retrieval by instructor for all groups aged 16 or below. Correct method of removal of arrows demonstrated for groups older than 16 years. Instructor to be well positioned, vigilant and oversee the removal of arrows at all times	Low
Faulty equipment	Injury due to equipment breaking and hitting participant	Group/Staff	Medium	All equipment should be checked by the instructor prior to and during the session	Low



Stray arrows	Injury from hitting arrow	Group/Staff	Medium	Waiting guests to be asked not to distract shooters.	Low
Unauthorised access to equipment / range	Injury from misuse of equipment	Group/Staff	Medium	Equipment not to be left unattended at the range Red warning flag to be raised while session in motion. After session all equipment to be stored securely	Low
Encroachment from non participants	Injury from being hit by arrows	Group/Staff	Medium	Instructors to be aware at all times of group and anyone approaching the range in use. The range should be clearly marked with warning signs and all public access points must be secure	Low

