

# Session plan and risk assessment

## Raft Building

**Session length** : 165 minutes

**Instructor/participant ratio** : 2:12 + 1 Teacher (You must have a teacher with you who can take part in the activity or watch from the lake side)

**Session Aim:** To provide a safe, fun and interesting introduction to the sport. To introduce key French words and phrases associated with the activity. This activity requires the children to use their initiative and to work as a team.

**Equipment required:** Rope (long and short), 18 wooden posts, 12 barrels, paddles, helmets, wetsuits, life jackets, walky-talky, first aid kit and whiteboard.

**Suitable Activity Areas:** Lake

Time	Content of activity
-10	<b>Session Preparation</b>  Check group information: age, ability, experience, number in group.  Ensure you are aware of any relevant medical information
0	<b>Meeting / Introduction</b>  Introduce yourself and the session. Check the group: correct group, number of participants, relevant medical information, appropriate clothing and footwear (NOT Wellingtons or Flip flops).  Escort the group to an area to do the exercises in the workbook.
20	<b>Thinking time</b>  After having done the workbook, divide the group into 2 small groups. Explain that they have 9 wooden posts, 6 barrels and 24 ropes to make a raft. Give them 10 minutes to think about a solution. After 10 minutes, pull the children's ideas together and agree the one you will use.





Instructors push the raft onto the water. (Remember not to let go completely....otherwise you'll have to swim to get it back!!)

- Be aware that when the children climb onto the raft it could capsize. One Instructor should hold the raft still.
- The children must never have their feet on the inside of the raft. They should put their feet on the barrel or on the outside. If they sit on the middle barrels then their feet must be on the barrel and not on either side of the barrel.
- The ropes must be well attached and must not hang loose otherwise the children could get their feet caught in the ropes.
- Don't encourage the children to jump into the water whilst on the raft. Don't encourage the children to jump into the water and deliberately undo the other team's raft.

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### Tidying

Go back to platform and ask the children to undo and tidy the entire raft. When EVERY PART of each raft is tidy and if you've got time, you can allow them to jump into the water. If so, they MUST wear their shoes, wetsuit, helmet and buoyancy aid.

**If you allow the children to jump in off the platform at the end of the activity then they should jump in feet first only, the instructor should jump in first and make sure the area is totally safe and they should stay in the water whilst the children are jumping in.**

### IT IS FORBIDDEN TO THROW THE CHILDREN INTO THE LAKE.

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Escort the children back to the store area. Take back ALL the equipment

135

Thank the group and send the children to the dormitories to shower. The shower should not last any longer than 30 mins. If for any reason you have finished sooner, you'll need to arrange a meeting time with the children 30 minutes after they left you. Organize some games with them to keep them until the right time.

140

Tidy all the equipment. Wet suits, buoyancy aids and waterproof jackets need to be rinsed before storing. Don't forget to close the door of the storage room when you leave.

**Note** : Monday morning, if you are short on time, you can make just one raft.

However, if you have 9 or more children you HAVE TO make two rafts. There are exceptions to this, for example the children are little (9 years old) – in these circumstances, call the person on duty to have their authorisation to make one raft.



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

- ❖ Tidy the area, picking up any litter, etc...
- ❖ Check all wooden posts, ropes, barrels and paddles for damage and store correctly.
- ❖ Check all wet suits, life jackets, cagoules, helmets, etc are accounted for and are in good condition. Tidy them away correctly.
- ❖ Lock the canoeing/raft building equipment store (near the staff room).
- ❖ Dry the equipment if necessary.
- ❖ Ensure that ALL 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 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 and tidy.**
- ❖ **Return walky-talkies to the Local.**

**RISK ASSESSMENT**

Hazard	Risk	Persons at risk	Level of probability	Control measure	Outcome
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Falling in/ capsizing in deep water	Drowning	Group/ staff	Medium	Instructor to check swimming ability. Appropriately sized and fastened approved and tested buoyancy aids to be worn at all times on and near the water. Safety brief to be carried out before entering the water. Staff to be vigilant at all times during the session and ensure that they have sight of all rafts on the lake. Participants instructed in what to do in the event of capsizing before entering the water. Instructors to keep good group control whilst on platform/around lake. Staff to make regular head counts during the activity. Particular care should be taken on platforms in wet conditions.	Low
Misuse of paddles	Head and other impact injuries	Group/ staff	Medium	Safety brief to be carried out before entering the water. Helmets to be worn by staff and students when on the water. Correct use of paddles to be explained/ demonstrated.	Low
Getting trapped in raft if it falls apart	Drowning/ injury	Group/ staff	Medium	Instructors to explain to children that they must sit with their legs on the outside of the raft or on the barrels. If they sit on the middle barrels then legs/feet should be on the barrel and towards the outside of the raft.	Low



Collisions with trees, other lake side objects	Cuts, bruises, abrasions- possible capsize (drowning)	Group/ staff	Medium	See also 'drowning' as above. Staff to set boundaries. Staff to be vigilant at all times.	Low
Water quality	Illness caused by pollutants/poor water quality	Group/ staff	Low	Water to be checked annually for quality and pollutants. Staff to be aware of visible pollutants and if they see this to report it immediately.	Low
Faulty equipment	Injuries due to contact with broken equipment	Group/ staff	Low	Equipment to be checked prior to session	Low

Cold water	Exposure/ Hypothermia	Group/ staff	Low	See also 'drowning' as above. Staff to be aware of the prevailing conditions/water temperature. Activity only to operate in acceptable conditions. Wet suits to be worn by all staff/participants. A capsize briefing to be carried out before participants go on the water. Staff to be vigilant at all times. Session may be shortened in the event of participants becoming too cold and to organise hot chocolate at the end of the session.	Low
Hot weather	Sunburn, dehydration	Group/ staff	Medium	Instructor to provide sun cream and make sure children have hats. Instructor to take drink down to the lake and to ensure that the children drink regularly.	Low

