

# Session plan and risk assessment

## Orienteering

**Session Length:** 165 minutes (2h45) ou 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:** Maps and pens, cone course maps, cones, a first aid kit and a walky-talky.

**Suitable Activity Areas:** Orienteering shelter, salle de classe 3 in front of the Château (NOT IN THE VERANDA)

TIME	CONTENT OF ACTIVITY
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-10	<b>Session Preparation:</b>
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	Check group information: age, ability, experience, number in group. Ensure you are aware of any relevant medical information.
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	Choose the orienteering courses according to the group's age and ability.
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0	<b>Meeting:</b>
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	Introduce yourself and the session. Check the group: correct group, number of participants, relevant medical information, appropriate clothing. Escort the group to the activity area.
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5	<b>Introduction</b>
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	Introduce the activity. You can use the workbook to help you with the vocabulary.
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20	<b>Game</b>
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	You <b>have to</b> play at least one game with the group during a 3 hour session. Choose a game that compliments the skills you want to develop during your session. You'll find a lot of games ready to use in the store room but you can also make some of your own. The aim is to teach the children some orienteering skills (how to orientate the map, read a key ...)
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35	<b>The Circuits</b>
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	There are five circuits you can use at the château. Choose the ones which fit with the abilities of your group and other conditions. During one session you'll have time to do 2 or 3 circuits (only one in a half session). Before sending the groups on a circuit, you need to make sure that everybody knows the safety rules:
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|  | <ul style="list-style-type: none"><li>- highlight out of bounds areas and potential hazards (lake, river, trees, out of bound areas, ...)</li></ul> |
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- Participants must be split into groups, with a minimum of 3 people per group. They have to stay together as a group ALL OF THE TIME. **Note:** take a note of who is in which group.
- Give the groups a clear meeting time and check that each group has a watch.

**Circuit n°1 (beginners):** This goes around the forest. Posts are really easy to find. The groups need to find them respecting the order they have. **Note:** think about a way to avoid the groups following each other (give different order, have different departure times...) / It's better to do this circuit first or second / go to the start point with them if you do it first.

**Length:** 20 to 30 minutes

**Circuit n°2 (beginners to intermediate):** Groups will be sent to a specific control post with a map, once they find that post they stamp their map and return to the Instructor, who will check if they have found the correct post. Make sure they know they have a maximum of 10 minutes to find a post. **Note:** keep a note of which post you give to each group / adapt the level of difficulty for the group (don't give a hard one first !!) / It's better to do this circuit first or second.

**Length:** 30 to 45 minutes

**Circuit n°3 (intermediate):** Each group needs to find as many posts as they can during a certain amount of time to get the maximum points. Different posts get different points. They don't have to find the posts in the order. **Note:** insist on the importance of having a strategy to follow and their team work / don't do this circuit first! **Length:** 30 to 45 minutes

**Circuit n°4 (experienced):** You need to use the compass on this one. For each post, there are instructions to follow to find the next one = compass bearing + distance. Of course, the first post is indicated on the map. There are also two starts indicated. **Note:** do a proper example with them / avoid this circuit if it is raining / don't do this circuit first! **Length:** 45 to 60 minutes.

**Circuit n°5 (experienced):** Each group has a map with all the posts to find on it. Each one is really hard to find. It is better to follow the order but it's not necessary. **Note:** don't do this circuit first! **Length:** 45 to 60 minutes.

## Break

Don't forget to take breaks during your session, at least 5 minutes between each circuit. Take water with you if you want to have the breaks at your meeting point (which is a really good idea) **Note:** mark the children's names on the cups to not waste them.

**Throughout the session,** the instructor must monitor the time each group is out looking for controls.

At the back of each map, there are some French exercises the groups can do.



In the event of a group not returning the Instructor must firstly use a responsible adult to search for the group in the near vicinity. Secondly they must then use the remainder of the group to quickly and systematically perform a search of the centre.  
If the group is not found the Instructor must inform the Duty Manager

#### 145 End session

Instructor must ensure that all groups are accounted for.

**Note:** give yourself a leeway between the meeting time and the end of the session / give them some malus point if they are late.

Check all equipment is back.

Review the session with the kids (using an appropriate review tool as below).

#### 165 Tidying

Thank the group.

Return equipment to store ensuring any damaged or unusable equipment is clearly marked and placed in the appropriate area so that it cannot be used.

#### **Review tools and language learnt during orienteering session:**

What I learnt

Positive Feedback

Linguistic Review

Workbook

Directions

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

- ❖ Tidy up the area picking up any litter, etc...
- ❖ Check all equipment is accounted for
- ❖ Check all equipment for damage and return to the appropriate storage area
- ❖ Ensure the orienteering box is left tidy. Replace any equipment, (laminated maps, paper maps, scrap paper) that has been used so that the box is ready for the next session.
- ❖ Return any games to the appropriate store
- ❖ 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
- ❖ 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**
- ❖ **Ensure that all storage areas are kept tidy**
- ❖ **Return walky-talkys to the local.**

### RISK ASSESSMENT

Hazards	Risk	Persons at risk	Level of probability	Control Measure	Outcome
Water	Drowning	Group	Medium	Group to be aware of the water/out of bounds areas. These areas to be highlighted on the maps for reference. Groups instructed to stay away from these areas	Low
Uneven surfaces and rough land	Slips, trips and falls	Group	Medium	Group to be aware of differing surfaces. These areas to be highlighted on the maps for reference. Paths to be used whenever possible. Suitable footwear/clothing to be worn. Instructor must be vigilant.	Low



Barbed wire Vegetation	Cuts and abrasions	Group	Medium	Posts to not be put in zones that aren't adapted. All participants to be made aware of the limits of the property that they must not cross. Stay on the paths when possible.	
Vehicles	Being hit by a vehicle	Group /Staff	Medium	All participants to be made aware of the road on centre. 10 mph speed limit enforced on centre. Tell them to avoid running around the buildings and to always be aware that there are vehicles on site.	Low
Out of bounds areas/ other activity areas	Injury from unauthorised use of equipment	Group	Medium	Group to be aware of the out of bounds areas. These areas to be highlighted on the maps for reference. Gates to maintenance area to be closed when not in use. Groups instructed to stay away from other activity areas.	Low
Weather Cold / rain / wind / sun	Hypothermia, Tree branches fallen  Sunburn / dehydration	Group	Medium	Wear appropriate clothing for the weather conditions: Use sun cream, wear a hat, wear a cagoule. Avoid long exposure to the sun, base yourself in a shaded area if it is too hot, drink regularly.  Give out plastic wallets for the maps if it is bad weather.	Low



Teams separating	Individuals becoming lost	Group	Medium	<p>Choose courses that are adapted to the age of the children.</p> <p>Check the groups regularly by fixing meeting times and by staying at the activity area chosen at the beginning of the activity.</p> <p>Instructors to explain that the team must remain together whilst doing the course.</p> <p>All groups to be made aware of what to do in case of an emergency: 1 to stay with the injured person and 2 to go back to the meeting point and tell the Instructor or any other adult in the area. Inform the duty person.</p> <p>If a child or group do not come back, ask the teachers for help and inform the duty person.</p>	Low
Equipment Pens/ pencils	Injuries to hand/face after running with a pencil	Group	Medium	Inform the children of the danger – don't run with pencils/pens in the mouth. Use small pencils.	Low

