

Session plan and risk assessment

Canoeing

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

Equipment Required: Canoes, paddles, helmets, buoyancy aids, wet suits, walky-talky, a watch and a first aid kit.

Suitable Activity Areas: Lake

Time	Content of activity
-15	Session Preparation Check group information: age, ability, experience, number in group. Ensure you are aware of any relevant medical information. Be ready.
0	Meeting Introduce yourself and the session. Check the group: correct group, number of participants, relevant medical information, appropriate clothing and footwear (NOT wellingtons/flip flops). Escort the group to do the workbook. Try to give as much explanation as you can about the session (games, raft formation ...) This will save time for you later, when you're on the water.
20	Equipment The equipment should have been prepared beforehand, either by the other instructor during the workbook time, or before the activity. Escort the group to the store area and give them their wet suits.



The children need to go to the dormitories to put them on. Check the sizes when they come back. Fit helmets and buoyancy aids – instructor to check all fitted correctly and fastened properly. Remember to take the paddles with you. It is possible to practise the correct way to hold and use a paddle whilst walking to the lake.

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Introduction/language

Move to the lake area. Staff to closely escort group at all times.

Before anybody get on the water, a safety briefing must take place to explain to all students/participants the safe use of equipment and that helmets and buoyancy aids **MUST** be worn at all times. In addition the instructor must set boundaries, explain risks, acceptable behaviour on the water, signals as appropriate and what to do in the event of a capsize.

The instructor will demonstrate how to get on the canoe/enter the water along with basic paddling techniques.

An appropriate warm up is undergone before entering the water/starting paddling.

The instructors will introduce key French words and phrases.

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Entering the water

Whilst the first instructor is on the water the other will ensure all participants get into the water safely and then join the group on the water.

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On the water

Get the children to practise basic paddle strokes, instructors to make sure that the children do not capsize.

Build confidence and skills by the use of games learnt during training, e.g. rafting, paddling races, etc. Make sure the games take place in the centre of the lake.

There are 2 goals that have been put up on the lake for playing polo or anything else. If you use this game you must respect the following 2 rules:

- Do not hit the ball with the paddle.
- When the children have the ball they cannot move – they must pass the ball or shoot.



Instructors to make regular head counts during the activity and be continually aware of the group's safety.

Instructors should position themselves so that between them they have a view of all canoes/participants at all times (This is particularly important when canoes travel to the 'blind slide' of island).

Develop skills by continuous coaching.

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End of the session

One instructor to leave lake by way of platform 1 whilst the other instructor remains on the water and is in control/has view of all canoes/participants.

Children are to paddle up to the platform and participants to get out of canoes, the Instructor should help participants and remove canoes from water and then put them in the store (yellow at the top).

The children can jump in the water but 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 kids back to the store area. Take back ALL the equipment

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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 with them 30 minutes after they left you for the shower. Organize some games 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 on this activity that children should not be encouraged to jump in the water from their canoes. Do not splash the children early on as you can lose control and get the children cold too early on.

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

- ❖ Tidy the area, picking up any litter, etc...
- ❖ Check all canoes/ paddles for damage and store correctly.
- ❖ Check all games, etc... are stored correctly.
- ❖ Lock canoeing equipment store
- ❖ Check all wet suits, buoyancy aids, cagoules, helmets, etc are accounted for and are in good condition. Tidy them away correctly.
- ❖ If drying is required make sure this takes place.
- ❖ 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.**
- ❖ **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	Out-come



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 canoes at all times. Participants instructed in what to do in the event of a capsize before entering the water. Instructors to keep good group control whilst on platform/around lake. Staff to emphasis acceptable behaviour on the water and not to allow students to behave in a way that may cause capsizes. Staff to make regular head counts during the activity. Particular care should be taken on canoe platform 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 at all times. Correct use of paddles to be explained/demonstrated	Low
Over exertion	Muscle strains	Group	Low	An appropriate warm up for the activity and conditions is carried out prior to group going in the water	Low
Cold water	Exposure/ Hypotherm ia	Group/st aff	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. There are also cagoules if needed. A capsize briefing to be carried out before participants go on the	Low



				water. Staff to be vigilant at all times. Session may be shortened in the event of participants becoming too cold and instructors can ask for a hot chocolate at the end of the session.	
Faulty equipment	Injuries due to contact with broken equipment	Group/ staff	Low	Equipment to be checked prior to session	Low
Collisions with trees, other lake side objects	Cuts, bruises, abrasions-possible capsize (drowning)	Group/ staff	Medium	See also 'drowning' as above. Staff to ensure group are aware of paddling and 'no go' areas. Staff to set boundaries. Staff to be vigilant at all times.	
Capsize entrapment	Drowning	Group /staff	Low	Only approved 'sit on' type canoes to be used	Low
Collision with other canoes	Cuts, bruises, abrasions-possible capsize (drowning)	Group /staff	Low	See also 'drowning' as above. Staff to ensure groups are aware of acceptable behaviour. Staff to be vigilant at all times	
Injuries from lifting canoes	Muscle/back strains	Group/staff	Medium	All staff to be aware of the risks of lifting and carrying boats and ensure they do so correctly at all time. It is recommended that student DO NOT lift or carry canoes at any time	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 to inform the management of any concerns they have.	

