

## PLAN D'ACTIVITE ET EVALUATION DES RISQUES

### ORIENTATION / ORIENTEERING

Duration of the activity : 2h45 or 1h15

Number of staff/Participants : 1/14 (in exceptional circumstances, it could happen to have 2 groups with one staff ; that is an exception and it can only be approved by the direction)

Aims & objectives of the activity : to learn the vocabulary/expression linked with the activity. Introduce orienteering skills to the participants in a fun and safe way.

Equipment you'll need: laminated maps, punching cards, pens, first aid kit, specific equipment to do some games.

Place to do the activity : Orienteering can be done from any place in the property. You can base your meeting point inside ou outside. Check with the other staff to NOT take a room already used and/or to NOT be placed too close to another activity (there are more than 2 h on the property which is more than enough to not be close to anyone). **It's strictly forbidden to use the table in front of the chateau to do so** (the breaks will be to disturbing).

Getting ready for the activity (at least 20 minutes before the activity)

Check the groups information : age, aptitude, experience and number. Make sure you have all the medical information regarding the group.

Get all the equipment you will need from the local equipment. Check that all is in a right state. Don't take the last paper for the punching card : make copies before taking the last one !! (don't forget to thanks the person who used the last one before you and who forgot to warn you about it...)

#### Starting the activity

Be on time at the meeting point ! Check everybody is here and they all have the right equipment = medical equipment, old clothes, good shoes (boots if possible, NO OPEN SHOES), workbook and a pen.

#### Introduction of the activity

Introduce yourself and the activity. Ask everyone to introduce themselves.

During your session, you need to make the participants going on one circuit al least to experiment their orienteering skill.

#### Games

Everytime you have a session of 2h45, you need to organize a game with all the participant.

Ideally, you would like to place this game at the start to check their knowledge and develop their technique. Adapt your game according to the objectives you want to reach during your activity. A lot of games are available in the storage room. No problem to create and use a new one. The interest must be around orienteering : how to old a map, use a compass, read a map, ... This game needs to give the participant all the keys they will need for the rest of the session.

#### The Courses

There are five courses you can use on the property. Choose the one you think will be the more appropriate to your group depending on their age, level, ... During a full session (3h) you

should have time to make them practice 2 or 3 different courses (only one if you are on half a session). **Before letting them go on a course**, make sure all the participants know the safety rules for this activity :

- Identify with them areas which be forbidden to go (lake, trees, outside the property, lamas-poneys field, other activity area, ...)
- Dived them in group of 3 person minimum. Explain them they have to stay all together ALL THE TIME and give them instructions to follow in case one of them is badly injured. **Advice** : note down who is in which group.
- Give them a clear meeting time and meeting point and check they have at least one watch in each group.

**COURSE N°1 (FOR BEGINNERS)** : Duration : 20 to 30 minutes.

This course is based only around the forest. The participants will have to find the post in the the order you will give them. **Advice** : think of a way to avoid them to follow each other (change the order, make them starting at different moment, ...) / if you do this course first, you will have to start by the start point indicated on the map / if you do it after another course, you can let them look for the starting point

**COURSE N°2 (BEGINNERS TO ADVANCED)** : Duration : 30 to 45 minutes.

Each group has one post to look for, indicate on their laminated map. When they find it, they need to mark their punching card and come back to the staff in charge so he/she can check if the mark is right before giving them another post to find (with another map). Make sure they know they have 10 minutes maximum to find a post. **Advice** : note which post you gave to each group / adapt the difficulty (don't give a hard ones first) / you can do it as a first or second course

**COURSE N°3 (ADVANCED)** : Duration : 30 to 45 minutes.

The participants with the most points at the end of the time will win. Let them be aware that the points for each post are different (noted on the map). They don't have to find them in the order. **Advice** : encourage them to be tactical and to work together as a team.

**COURSE N°4 (EXPERIENCED)** : Duration : 45 to 60 minutes.

For this course, they will need to use a compass. On each post, they will find the distance and the direction to follow to find the next one. Only two posts are already indicate on their map, so it is possible to start at two different place. **Advice** : explain clearly how to use the compass (do an example with them) / to avoid if it is raining

**COURSE N°5 (EXPERIENCED)** : Duration : 45 to 60 minutes.

The aim is to find the maximum posts in a limited time. All the posts are indicated on the map but they are ALL hard to find. It follow a circuit so it will be easier to follow their order, but you can change the first post to find so they don't follow each other. **Advice** : tell them to carefully read the map (especially the key)

## **Workbook**

Reminder : before letting the participant go on a course, you need to explain them the safety rules. Exercise number 3 in the workbook will be helpful to do so as it explain 3 important key instructions. To fill the workbook at the start of the session is a good way to use it. But there is no problem to do it at the end as well, using it as a test regarding the vocabulary they learnt during the activity.

## Break

Try to do regular breaks (at least 5 minutes between each course). You can take some drinks with you to do your break directly at your meeting point.

**All along your activity**, you need to know for how long a group has gone.

If a group doesn't come back, use a teacher to look for the missing kids. You can also use the rest of the group to look all around the centre. If you still can't find them, call the person on duty to have supplement help.

Behind each map, there are some French exercises. Don't hesitate to ask the participants to fill them.

## End of the session / Feedback

Make sure all the participants are back, and collect all the equipment.

**Advice** : give them a meeting time different than the end of your session (at least 10 minutes) in case they are late / don't hesitate to give malus point if they are late to avoid it

At the end of your session, do a feedback with the participants to check their feeling and the vocabulary they learnt : directions, environment, ... Thanks them and remind them what they have after : meal, workbook, ...

## Tidying

At the end of the activity, staff need to :

- ❖ Check the area, put rubbish in the bin, ...
- ❖ Make sure to have collected all the equipment
- ❖ Check the equipment is in a right state and tidying it away where it should be kept (box, games, maps, ...)
- ❖ Replace the missing equipment if needed and if possible (punching cards, ...) so everything is ready to use for the next person
- ❖ Put aside if you have any damaged equipment and tell the office/person on duty so nobody is using it before being checked

## RISKS ASSESMENT

Danger	Risks	People at risks	Probability	Control measure	Results
Uneven ground ; slope ; slippery floor (muddy, icy, ...)	Falling and getting hurt	All	High	Aware the participants of any danger they can find. Before they go, identify on the map the principal dangerous areas and the limit of the property. Stay vigilant. Make sure they are wearing appropriate clothes and shoes. Encourage them to stay on the paths.	Low
Plants : nettles, bramble	Skin reaction ; scrape	Group	Medium	Encourage the participant to stay on the paths. Make sure they are wearing the right clothes and shoes (no open shoes) Regularly, the access are being check	Low

Barbed wire	Injury ; scrape	Group	Medium	No post should be install behind barbed wire. The staff will inform the participants to stay on the property.	Low
Water	Drawn	Group	Medium	The staff will clearly identify the dangerous areas : lake, river and forbidden areas and eplain them they shouldn't go there. He/she will show them where those are on the map.	Low
Cars, coach, truck	Impact ; injury	Group	Medium	Tell the participant the risk : ask them to not run around the buildings and to stay vigilant.	Low
Weather : sun, cold, wind, thunder ...	Getting ill, insolation , dehydration, injury, ...	Group	Medium	The participants should wear clothes according to the weather ; sun cream and hat will be strongly adviced if sunny ; waterproof clothes if rainy ; the staff will avoid to expose the participants to the sun for too long ; drinks will be given regularly ; the staff will adapt the session according to the weather	Low
Other activity	Injury	Group	Medium	The participants will be told to not get into dangerous area, outside the path or where an activity is running.	Low
Punc on the posts	Injury	Group	Medium	The staff will demonstrate how to mark their punching card, insisting on not getting their finger inside.	Low
Desorient ation	Lost participant	Group	Medium	The staff will organize courses adapted to the age of the particiants. He/She will give regular meeting time on a fix meeting point. He/She will explain to the participants to always stay in a group and how to organize to get some help in case one of them is seriously injured and can't walk back : 1 person stay and 1 or 2 come to get help at the meeting point. If a group/participant is not back, teachers and the person on duty will help to find them/him/her.	Low
Wrong knowledge of medical problems	Allergic reactions or other (Asthma, attack,...	Group	Medium	At the meeting point find your group and check the medical information : asthme, EPIPEN, ... Ideally ask the teacher to keep all the kids equipment (inhaler, ...) with them. But if you need to keep it put it in the waterproof bag.	Low
Belongings	Lost	Group	Medium	At the end of the session give back all the belongings to the kids (worbook, inhalers, ...)	Low