

## ACTIVITY ORGANISATION & RISKS ASSESMENTS

### CANOEING

Activity duration : 2h45

Staff/participants : 2/14 + 1 teacher (It is mandatory to have a teacher during all the activity ; The teacher can participate or stay around the lake and watch).

Objectifs : Present the activity in a funny, interesting and safety way. Learn french expressions associated to this activity.

Necessary equipment : Canoes, simple or double paddles, helmets, life jackets, wetsuits, walkie-talkie, waterproof bag for the talkie, tow ropes, a watch and a first aid kit.

Where: Lake

Activity preparation (minimum 20 min before)

Check the group's information : age, aptitude, experience and number of participants. Make sur you've got all the necessary medical information. Check the equipment (bring back ALL the wetsuits and rain jackets from the drying room into the canoeing local). Put on your equipment.

Pick up your group

Be on time at the meeting point ! Check if everybody is here and that everybody has the right equipment = medical necessary, appropriated clothes (swimsuit), right shoes (NO flip flops, croc, boots + NO SOCKS), a large towel, the workbook and a pen.

Presentation

Take your group into a quiet place to specifically present the activity. Ask all the kids to present themselves. Present the activity and the important safety part. Give a maximum of explanations about the organisation for the activity = explain the games, the "raft" position and the technique to paddle. ... The more you explain before, the less time you waste on the lake to give the instructions. It's also possible to present the games and the workbook directly at the platform.

Equipment

The equipment needs to be **prepared in advance**, before the activity or during the other instructor's explanations. To prepare the equipment, you need to : take out the wetsuits / life jackets and untied the strips for each jacket ; prepare the paddles, simple OR double. BE CAREFUL you need to share the equipment if there is canoeing and raft building at the same time !!

Take your group to the canoeing storage room to give the wetsuits. The kids are allowed to go back to their dorms to put it on. Check if the size is correct when they come back. Distribute the helmets and lifejackets. Instructors must check if the equipment is good for each kid. Don't forget to take the paddles with you.

### On the way to the lake

Think about a warm up before you let the kids on the canoes. For this activity, you can do it on your way to the lake. You can, for example, practice the technique to paddle and change the direction while you're walking. You can also do movement with the paddles to warm up the shoulders and the wrists, those are the most important and used joints during the activity.

### Arriving to the lake

Instructors must supervise the group all the time. A teacher must stay with the group around the lake.

Before getting in the lake, you must remind the safety explanations to inform everybody about the right utilisation of the equipment, especially for the helmets and life jackets, that must be worn all the time.

Instructors also must give the limits and the risks, the acceptable behaviour, the appropriate signals and what you must do if the canoe flip over.

### Going in the lake

Instructor shows how to get in the canoe/ get on the lake and explain the basic technique to paddle. While the first instructor is on the lake, the other is going down with the kids and make sure that everybody goes in the canoes. (One by one in a safety way).

For the kids, use the double canoes (exceptionnaly you can place 3 kids in one canoe). Single canoes are only for adultes (Instructors or teachers). Kayaks with a skirt can only be use by experienced instructors = knows how to roll. If you want to practice during your free time, no problem, but make sure that you're not alone on the lake = go with someone ! They are stored close to the tractor parking lot.

### On the lake

Instructors needs to see all the canoes / kids all the time (especially when the canoes are on the other side of the island). Instructors are responsible for the safety, and assure that nobody flip over. Count the kids regularly.

**Do not encourage the kids to jump in the water from their canoe.** Do not spray water to the kids too soon otherwise they can get cold very quickly.

At the beginnig, test the capacities of your group by doing small exercises to evaluate the understanding and coordination level of each participant.

Organise games to improve and test the kid's skills : races, venise, ...

Don't forget to adapt to the overall level of the group. A small book with plenty of games is available at the instructor's local.

For games with a higher risk to flip over, make sure to stay on the middle of the lake. If you organise games with balls, make sure that the kids are not using the paddles to kick the balls.

Do not use the raft platform as a reference for a game if there is a raft building activity at the same time. Organize before the activity with the other instructors to not disturb each other.

### Getting out of the lake

When your activity is over, bring back the kids to the canoe platform.

One of the instructors go out the lake by this platform and must pull out the canoes. The other instructor stays with the kids and manage the group, he needs to see all the canoes / kids.

The instructor on the platform helps the kids to get down from the canoe, one by one, pull up the canoe et tidy it (yellow on top). Again and again until all the canoes are out.

Once everybody is out, and if you have time, you can let the kids jump into the lake if they want to. Before letting them jump, make sure that it is safe = check physically (=going into the water) for nothing dangerous in the water. Kids must keep on their shoes, wetsuits, helmets, lifejackets and **jump feet first**. An instructor must be in the water with the kids. **IT IS FORBIDDEN TO THROW / PUSH THE KIDS IN THE LAKE.**

### Back to the Château

Escort the kids to the canoeing local. **Collect ALL the equipment.**

Say thank you to the group, tell them the following part of the day and to go take a shower in their dorms (meal, workbook, ...). The shower must take only 30min.

If, for any reasons, you finish earlier, or if you have planed on doing the workbook after the activity, give a meeting time and point to the kids. Organize games / activities with them until the right time.

### Workbook

In the workbook, you can find the vocabulary about the equipment and all the technic things for the activity. You can talk about it at the beginning or at the end of your session.

### Tyding up

At the **end of EACH SESSION** : clean AND rinse the wetsuits ; rinse the life jackets, helmets and rain jackets ; place all the wetsuits and rainjackets in the drying room, in front of the machine ; Put the helmets and lifejackets directly into the canoeing storage room when you finish to clip them ; **lock the canoeing storage room**. Don't hesitate to involve the kids for this important part of the activity.

### At the end, instructors must :

- ❖ Tidy the zone, collect the rubbish, etc...

- ❖ Check the good condition of the canoes and the paddles and tidy them correctly.
- ❖ Check that all the accessories for the games are tidied correctly.
- ❖ Check that all the wetsuits are back, in a good condition and tidy them correctly, same for the helmets, rain jackets and lifejackets.
- ❖ Make sure that the canoeing local is clean, tidy and lock it.
- ❖ Assure you that ALL the damaged / unusable equipment is reported and put aside AND tell the office about it to fix the problem.
- ❖ Replace, if it's possible the damaged equipment to make everything ready for the next session.

#### RISKS ASSESSMENTS

Danger	Risks	People at risks	Probability	Control measure	Results
Falling into the deep water / flip over with the canoe	Drown	Group/ Staff	Medium	<p>The instructor check if the kids know how to swim.</p> <p>Everybody must have their life jackets on around and in the lake with the right size. Safety instructions are given to the kids before going in the water. During all the session the instructor must stay vigilant and being able to see all the canoes.</p> <p>Explain to the kids what to do if the canoe flip over BEFORE going on the lake. Instructors must manage the group around and on the lake.</p> <p>Instructors must tell the kids about the right behavior for the activity and precise that it is forbidden to jump intentionally in the water.</p> <p>Instructors must count the kids regularly. Be very careful with the platform when it's raining.</p> <p>A tow rope is available on the platform for the staff, they have been trained for that.</p>	Low
Bad use of the paddles	Head and body injuries	Group/ Staff	Medium	<p>Make a safety briefing before going on the lake. Kids AND the staff must wear their helmets all the time. Explain how to correctly use the paddles and do a demonstration.</p>	Low

Excessive tiredness	Muscle cramps	Group	Low	Do an appropriate warm up with the group before going in the water. The instructor will bring a tow rope.	Low
Cold water	Hypothermia	Group/ Staff	Low	See 'drown ' section above. Instructors need to adapt the activity with the weather and the temperature. The activity is maintained only if the weather is good. Kids and staff must wear a wetsuit. Rain jackets are also available. Instructors need to stay vigilant in case of a canoe flip over. The session can be quicker if the kids get too cold and it's possible to have a hot chocolate at the end.	Low
Damaged equipment	injury	Group/ Staff	Low	Equipment checked before the activity	Low
Collide with trees or other objects on the lake	Cuts, bruises, frictions, possibles canoe flip over	Group/ Staff	Medium	See 'drown' section above. The instructors defined the limits (authorized and forbidden areas) to paddle with the group. Instructors must always stay vigilant.	Medium
Being stuck under a canoe	Drowning	Group/ Staff	Low	Only approved and sit on top canoes must be used.	Low
Collide with other canoes	Cuts, bruises, burns, canoe flip over/drowning	Group/ Staff	Low	See 'drown' section above. Instructors need to make sure that the kids keep a good behavior during the session and must stay vigilant.	Low
Hurt by lifting up the canoes	Back muscles injury	Group/ Staff	Medium	All the instructors are trained on how to lift the canoes correctly. It is recommended to not let the kids lift or carry the canoes.	Low
Water quality	Illness	Group/ Staff	Low	Water quality must be checked every year. If instructors see a pollutant above the water they need to tell the office about it.	Low
Falling in the water from the platform	Body injuries	Group / Staff	Medium	Explanations gave to the kids about the platform (slippery) and vigilance from the instructor.	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