

ACTIVITY ORGANISATION AND RISKS ASSESMENTS

RAFT BUILDING

Activity duration : 2h45

Number of staff /participant: 2/14 + 1 teacher. (It's mandatory to have a teacher with the group. The teacher can participate or stay around the lake and watch).

Aims / Objectives of the activity : Initiate the kids in a recreational, interesting and safe way. Improve the creativity, the team spirit and the autonomy.

Equipment required : Canoes, simple paddles, helmets, life jackets, wetsuits, walkie-talkie, waterproof bag for the talkie, knife, a watch and a first aid kit.

Place to do the activity : Lake

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

Check the information about the group : age, capacity, experience and number of participants. Make sure you've got all the medical information. Check and prepare the equipment : bring ALL the wetsuits and the waterproof jackets from the drying room in the canoeing local. BE CAREFUL to share correctly the equipment if there is a canoeing and raft building activities at the same time !! Put on your equipment.

Picking up your group

Be on time at the meeting point ! Check if the whole group is here with the right equipment = medical necessary, appropriated clothes (swimming costume), right shoes (NO flip flops, crocs or boots + NO SOCKS), a big bath towel, the workbook and a pen.

Introduce the activity

Take your group to a quiet place to give more details about the activity. Introduce yourself and ask the children to introduce themselves. Talk about the activity with the main points. A box is at the raft platform to put the workbooks if you want to do the workbook directly down by the lake.

Equipment

Give out a wetsuit to each participant. The kids may go to the dorms to put it on. When they come back, check if the size is good. Hand out the helmets and the lifejackets - instructors must check that the equipment is put correctly. Don't forget to take the paddles with you.

Raft building

Take the group down to the lake. The instructors must guide the group all the time. We need to give all the explanations about the safety to inform the participants how to correctly use the equipment and that the helmets and life jackets must be worn when they are on and around the lake. The instructor must give the limits and explain the risks / the right behavior on and around the lake.

If you have 9 kids you **HAVE TO** split the group in two and **build two rafts**. Only few extreme cases are allowed, with the agreement of the duty person :

- The kids are very small (<9years old)
- Your session is right after the tour of the property (generally on Monday)
- The weather

Present the equipment available for build the raft. Remind the kids that the aim is to build a floating and solid raft. It has to stay intact as long as possible.

During the building process, do not hesitate give advices, show them some good technique to make solid knots, and ask if the participants have some ideas. Make sure they build the raft upside down so you will not have to turn it over before putting it on the water. Do not guide them too much, they need to use their own initiative and creativity, but do not let them failed completely.

The raft launching

When the rafts are ready, we need to try them. Think about that during the building part. The kids must keep their helmets and lifejackets. The instructors have to check if the kid's equipment is correctly attached before going on the lake. Launch the rafts, one by one.

The instructors need to check the correct position of the kids on the raft = the participants must seat down (sit cross-legged if possible). Their feet **MUST BE ALWAYS ON** the barrels or the logs or outside of the raft, **BUT NEVER** inside. Each kid needs a paddle.

On the water, it's possible to have one instructor on each raft **OR** one instructor on a raft and one with a canoe. Don't forget that a teacher must be with you for the session and for the launching.

Try each raft. You can make small challenges or games. But you always need to keep an eye on **EVERY** participant, at any time. Try to stay as much as possible close to the platform.

Additional Safety rules

- Be careful when the kids get on the raft, it can flip over. An instructor must hold the raft.
- The kid's feet can't be inside the raft / between two elements that make up the raft.
- The ropes must be well attached and can't exceed (so that they don't get caught up in it).
- Do not encourage the kids to jump in the water from their raft or to destroy the other raft on purpose.

Time to take it down (out of the lake)

Go back to the platform to untie and tidy everything. Once ALL the equipment is tidy you can ask the kids if they want to jump in the water. They must keep their shoes, wetsuit, helmet and lifejacket on to do it. **At the end of the activity, if you allowed the kids to jump in the water from the platform, they have to jump feet first. One instructor needs to jump first, to check if the zone is safe and stay in the water with the kids. IT IS FORBIDDEN TO THROW/PUSH THE KIDS IN THE LAKE.**

Going back to the Château

Take back the kids to the storage area. Collect ALL the equipment. Say thank you to the group, remind the following part of the day (meal, ...) and send them back to their dorm to take a shower. The shower must take only 30min. If for any reasons you've finished early, or if you planned on doing the workbook at the end of your session, give a place and a time to meet the kids. If you need it, organize some games/activities with them until it's over.

Workbook

In the workbook, you'll find the vocabulary about the equipment and the techniques related to the activity. You can talk about it at the beginning or at the end of your session.

Tidying up

At the **end OF EACH SESSION** : wash and rinse the wetsuits ; rinse the lifejackets, helmets and waterproof jackets ; place the wetsuits and the waterproof jackets in the drying room, face to the machine ; tidy the helmets and lifejackets directly in the canoeing local ; **lock the canoeing local.**

Do not hesitate to involve the kids during this important part of the session.

At the end of the activity, instructors must :

- ❖ Tidy the area, collect the rubbish, etc...
- ❖ Check that the logs, the ropes, the barrels, the blocks and the paddles are in a good condition and tidy them correctly.
- ❖ Check that all the wetsuits are back, in good condition and placed in the right spot. Same thing for the helmets, the waterproof jackets and the lifejackets.
- ❖ Make sure to leave the canoeing local clean and tidy correctly, and lock it.
- ❖ Make sure to report ALL the damaged and unusable equipment and put it away, at the right place, to not use it anymore. Report all the problems at the office.
- ❖ Replace, if it's possible, the damaged or unusable equipment to make everything ready for the next session.

RISKS ASSESMENT

| Hazard | Risk | Person at risk | Probability | Control measures | Result |
|--|-------------------------------------|----------------|-------------|---|--------|
| 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 raft flip over BEFORE going on the lake.</p> <p>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> | Faible |
| 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 |
| Being stuck under the raft | Drawn / Injury | All | Medium | <p>The instructor will explain to the participants to have their feet on the barrils or outside the raft. If the participant are sitting on the barrils in the middle, their feet/legs need to be on the barrils outside the raft. Each instructor have an easy access to a knife. There is a safety ropes by the platform as well. All staff is trained to use it.</p> | Faible |
| Collide with trees or other | Cuts, bruises, frictions, possibles | Group/ Staff | Medium | <p>See 'drown' section above. The instructors defined the limits (authorized and forbidden areas) to paddle with the group. Instructors must always stay</p> | Medium |

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| objects on the lake | canoe flip over | | | vigilant. | |
| 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 |
| Damaged equipment | injury | Group / Staff | Low | Equipment checked before the activity | 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 |
| 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 (workbook, inhalers, ...) | Low |
| Lifting a heavy | Injury | All | Medium | While making the raft, the instructors will make sure it is down so it won't be necessary to turn it over for launching. Staff is also trained how to lift a heavy stuff. | Low |