

## SESSION PLAN AND RISK ASSESMENT

### TIR À L'ARC (ROBIN DES BOIS) / ARCHERY (ROBIN HOOD)

Duration of the activity : 1h15

Number of staff/participant : 1/14

Aims/Objectives of the activity : Learn the expression and vocabulary around the activity archery. Introduce the kids to this activity skills in a fun and safe way.

Equipment required : bows, arrows, targets, arm protections, long sleeves top, walkie-talkie and first aid kit.

Place to do the activity: One of the 3 archery range. If there are 2 groups in the same time, you must use the range on the right and left (NOT the one in the middle). The barrier to mark the shooting distance can be moved to adapt to the group skills.

**Getting ready for the activity** (minimum 30 minutes before the activity)

Check all the information regarding the group and the number of participants. Make sure you know all the medical information. Get the equipment ready and the archery range (take off the protection from the targets and put them behind them + attach the target on their support + bend the bows with the right accessory + open the protection net if you use the range on the right)

**Start of the activity**

Be on time at the meeting point ! Check all the group is here and each participant have the right equipment = medicine if needed (inhaler, epipen, ...), good shoes, long sleeves top, workbook and a pen.

**Introduce the activity**

Introduce yourself and the activity explaining what we'll do. At the archery range, ask the kids to introduce themselves.

**Safety**

In the first instance, you need to explain clearly the safety rules to the participants :

- waiting area : the group must be attentive by listening and looking
- shooting area : practice area - strictly forbidden to run - 4 persons maximum at a time there - long sleeves required to be able to shoot
- forbidden area : this is the area between the shooting range and the targets, limited by the barriers. Only the château staff can access to it and collect the arrows.
- arm protections : all the participant need to wear the arm protection as well as their long sleeves top. They should be placed over their sleeves. Check that they are well placed = on the inside part of the elbow (not the wrist).

### Teaching the technique :

Introduce the bow and show them how to use it correctly.

Explain and show how to manipulate the arrows and place them on the bow. Be vigilant on the way to take them = delicately by the knock and not from the fletches. Make sure you use the right size arrows (they shouldn't be longer than the archer's arm)

Show the right position and movement to be able to shoot the arrow. Remind the kids to NEVER point the bow/arrow on someone.

Do a quiz to make sure everybody understood and memorized the instructions and the vocabulary they will need for the rest of the session.

Remember, you need to do 3 arrows to demonstrate correctly the technique.

### Practice

Split the group into small groups of **4 persons max.** **Advice :** avoid to put all the left handed in the same group. Exceptionally, you can have 5 persons shooting in the same time but only if you follow those supplement rules :

- You can use 5 targets ONLY if one of the archer is an **ADULT** and there is no other session on any other range.
- For other situation, you can have 2 persons shooting on the same target.

Be carefull to use the bows with the right size for each participant. Do not give a too small bow. To know it the size is right, ask them to place the extremity of the bow on their foot. The other extremity should reach the archer's chin. It is not a problem if the bow is too big. It will be harder but not dangerous.

Ask the first group to come forward facing the targets. The first arrow they shoot must be closely supervised by the instructor. Make sure you are in a right position to be able to see all the archers while you are going along them.

All the archers should keep the bow in their hand while they are fletching their arrow. They should place the bow on their front foot to do so, before lifting it to shoot.

When everybody shoot all their arrows (in general 3), we rotate the groups. While a group is practicing, you can ask the others to fill their workbook while waiting for their go in the waiting area. In any case, they need to stay quiet in this specific area.

Between each group, it is the instructor responsibility to collect all the arrows which has been shot by the archers. Make sure you use the right technique to take them out and to carry them around.

### Competition

After a first practice round, you can organize a competition, tournament, individually or in teams.

Explain how to score in each round. You can adjust the point with the colors, add a balloon for bonus points, ...

Don't promise them that they will do a lot of rounds to avoid them to be disappointed if you can't manage to do so many. Announce them one by one will probably be the safest option.

When you do a competition, a good way to introduce the vocabulary around the numbers will be to ask them to write their score themselves on the board.

At the end of each session, every participant should have shot a **minimum of 9 arrows** and try to shoot at least once on a **balloon** placed on the target.

All along the activity, the animateur should support and advise the participants on their technique to help them to improve during the session.

As an instructor **YOU MUSN'T SHOOT IN THE SAME TIME AS THE PARTICIPANTS.**

### **Workbook**

In the blue version, participants will find all the vocabulary they'll need for the activity, splitted in 3 exercises : equipment, points, colors and safety rules. The red version is about the French expression using colors.

Timing is usually a problem on this activity. It is probably a good idea to let them fill their workbook on their own while they are waiting for their go. If you use this option, don't forget to check them at the end of the session.

### **End of the session / Resume**

At the end of the session, do a feedback with the kids to know their feeling and check the vocabulary they could have learnt during it : archery equipment, numbers, colors, ...

**Don't forget to check the workbook if it has not been done yet !**

Thanks your group and lead them back to the château. Remind them what is next on their planning (meal, workbook with teacher, ...)

### **Tidying away**

Before you leave the range, don't forget to put the bows back in the box and to lock it.

**The arrows should NEVER stay on any of the archery range, even in a locked box and even between 2 session back to back !!**

Put aside any damaged equipment so it won't be use again before checking/fixing. Make sure you tell the next person using the range if they need to take new target/bow/string, with them.

On rainy day, if you are the last group of the morning, make sure you place the protections back over the target supports.

If you are the last group of the day using the range (it could be in the morning so check the planning please !) you will have to take off the targets from their support and putting them back in the appropriate box, loosen the bows and close the net protection behind the right range.

All the equipment is splitted between the 2 cabins, left and right. A color indicate in which box it should be kept. Thanks to respect this organisation and tidy them correctly at the right place. The targets should be kept in the middle box (into the tube)

Thanks to collect all the rubbish next to the targets

**At the end of the activity, the animateur should :**

- ❖ Tidy all the area : collecting robbish, pieces of the balloon on the floor, ...
- ❖ Erase your white board
- ❖ Check the equipment if it is not damaged and tidy it up correctly.
- ❖ If they are wet, put the targets on the rope placed in the middle cabin to dry. DO NOT FOLD THEM !!
- ❖ If it is not raining and there is a session in the afternoon., you can let the targets placed without covering them during the lunch break. If there is no session in the pm, you will have to tidy everything as usual.
- ❖ Make sure you lock the box
- ❖ Check you have all the arrows back
- ❖ Make sure you tell the office about ALL the damaged equipement and put it aside so it won't be use again before checking/fixing.
- ❖ If possible, replace the damaged equipment (targets and arrows) so there is enough for the next session.

**Risk assesments**

Hazard	Risk	Person at risk	Probab ility	Control measures	Result
Bad use of the equipment	Injury du to equipment	All	Medium	Instructor should always place him/herself to be able to see the equipment all of the time. He will explain the technique to use the equipment to all participant and make sure they understood. He/she will stay attentive during the whole session.	Low
Introducti on in forbidden area / arrows in the wrong direction	Being hit by an arrow	All	Medium	Nobody except the staff can get in the forbidden area. Kids should wait into the shooting area for their score. All archers should always keep their bow in direction of the targets (staff should be vigilant on this point	Low
Bow string	Being hit by it on the arm	All	Medium	All the participant need to wear a long sleeves top + an arm protection while practicing.	Low

Arrow stuck in bow	Injury of the archer	All	Medium	The instructor should make sure archers are using the right sized for arrows.	Low
Bad technique to collect the arrows	Injury of the person of interest	Staff	Medium	Only the staff can collect the arrows for participant under 16 years old. Staff should be focus all of the time and keep an eye on each participant.	Low
Damaged equipment	Injury	All	Medium	A qualified instructor will check the equipment before and during the activity.	Low
Lost arrow	Injury due to an arrow	All	Medium	Nobody in the waiting area should distract the archers.	Low
Unauthorized access to the equipment	Injury	All	Medium	No equipment should be left without supervision. The red flag indicate that an archery activity is in process. At the end of each session, all equipment should be kept in the locked box.	Low
Unauthorized access to the archery area	Hitting by an arrow	All	Medium	Staff should warn anybody getting close to the archery range that an activity is in process. Range should be clearly indicate and access secured.	Low
Bad knowledge of the medical requirement	Allergic reaction, asthma, ...	All	Medium	At the meeting point, the staff will check all the medical requirement and that the participant got their medical equipment if needed : inhaler, epipen, ...	Low
Cold weather	Getting ill	All	Medium	The staff will make sure the participants are wearing appropriate clothes for the activity, according to the weather.	Low
Personal items	Lost	All	Medium	At the end of the session, make sure nothing is left in/around the area (workbook, inhaler, ...)	Low