

SESSION PLAN AND RISKS ASSESMENT

JEUX EXTÉRIEURS / OUTDOOR GAMES

Duration of the activity : 1h30 Number of staff/participants : 1/40 (+teachers)

Aims & Objectives of the activity : To learn the vocabulary specific to the activity.
To create a good spirit group. To make the participant discovering new games.

Required equipment : all the equipment you'll need regarding to the games of your choice + walkie-talkie + first aid kit.

Place to do the activity: an outdoor space, using an area available (there are a lot / to be discuss with other staff so no one is disturbing each others)

Getting ready for the activity (at least 30 minutes before the activity)

As soon as possible, meet the rest of the staff to organize who is doing what in the "soirées" (usually at 5:15 pm in the local animateur).

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

Prepare what you are going to do during your activity and get all the equipment you will need for your games. Prepare more games that you need to be able to change/adapt if needed.

Make sure the area you will use is ready and sage to use (take off any obstacles)

Starting the activity

Be on time at the meeting point ! Check everybody is here and they all have the right equipment = medical equipment and appropriate clothes & shoes.

Introduction and running the session

Introduce yourself and the activity.

For each game :

- Explain the aim of the game
- Explain the safety rules (no contact, limit of the play area, ...)
- Make sure the participants have the appropriate shoes for the games (no running with flip-flop or barefoot)

Advice : Have 3 games minimum ready to play. Adapt and varied your games, regarding your group (there is a file with a lot of games in the local animateur). Think as well how you will run the games in between each one to try to be as smooth as possible and have a right rhythm.

During the game, keep control of the group and be ready to react if needed. Make sure the participants are not cheating in purpose.

Stay dynamic. You can play but remember that you are responsible for the whole group all along the game. So stay vigilant while (if) you play.

If you do a competition game, don't let the participants do their teams. Try to keep the score tight as much as possible to keep them motivated.

If there is a « jeux sans frontière » previewed for the group later on, avoid to use relay races/games.

Think about the **rhythm curve**. You need to get the group up and down at the end (see drawing below).

End of session / Feedback

At the end, do a feedback with the group to check their feeling and knowledge after this activity.

Thanks them and remind them the time for breakfast next morning.

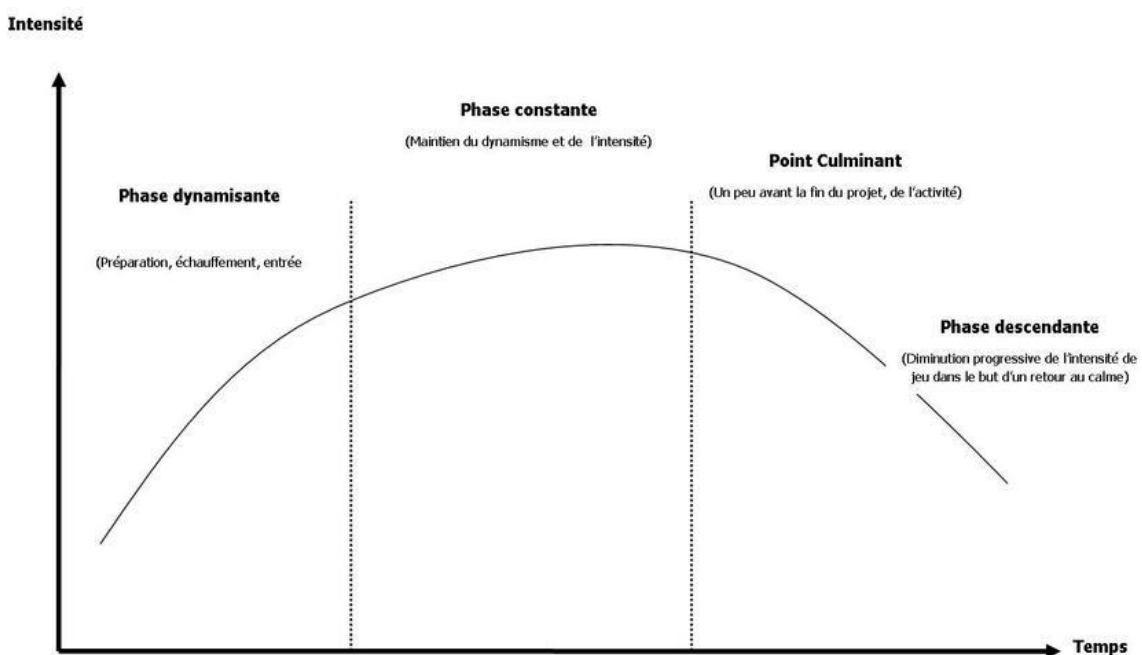
If you are not around the chateau, **you need to bring them back to the chateau !!**

Don't forget to call the person on duty to let him/her know you are done.

Tidying

Make sur you bring everything you use at the right place.

Write the games you have played with the group on their planning.



SESSION PLAN AND RISKS ASSESMENT

JEUX INTÉRIEURS / INSIDE GAMES

Duration of the activity : 1h30 Number of staff/participants : 1/40 (+teachers)

Aims & Objectives of the activity : To learn the vocabulary specific to the activity.
To create a good spirit group. To make the participant discovering new games.

Required equipment : all the equipment you'll need regarding to the games of your choice + walkie-talkie + first aid kit.

Place to do the activity: an indoor space, using an area available (there are a lot / **to be discuss with** other staff BEFORE you start your activity)

Getting ready for the activity (at least 30 minutes before the activity)

As soon as possible, meet the rest of the staff to organize who is doing what in the "soirées" (usually at 5:15 pm in the local animateur).

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

Prepare what you are going to do during your activity and get all the equipment you will need for your games. Prepare more games that you need to be able to change/adapt if needed. Adapt them to the number and the room you will use.

Make sure the area you will use is ready and sage to use (take off any obstacles : benches, chairs, ...)

Starting the activity

Be on time at the meeting point ! Check everybody is here and they all have the right equipment = medical equipment and appropriate clothes & shoes.

Introduction and running the session

Introduce yourself and the activity.

For each game :

- Explain the aim of the game
- Explain the safety rules (no contact, limit of the play area, ...)
- Make sure the participants have the appropriate shoes for the games (no running with flip-flop or barefoot)

Advice : Have 4 games minimum ready to play. Adapt and varied your games, regarding your group (there is a file with a lot of games in the local animateur).

Adapt the games to the space you have and regarding the number of participants (example : you can't make 40 persons running in a room !)

Think as well how you will run the games in between each one to try to be as smooth as possible and have a right rhythm.

During the game, keep control of the group and be ready to react if needed. Make sure the participants are not cheating in purpose.

Stay dynamic. You can play but remember that you are responsible for the whole group all along the game. So stay vigilant while (if) you play.

If you do a competition game, don't let the participants do their teams. Try to keep the score tight as much as possible to keep them motivated.

Think about the **rythm curve**. You need to get the group up and down at the end (see drawing below).

End of session / Feedback

At the end, do a feedback with the group to check their feeling and knowledge after this activity.

Thanks them and reming them the time for breakfast next morning.

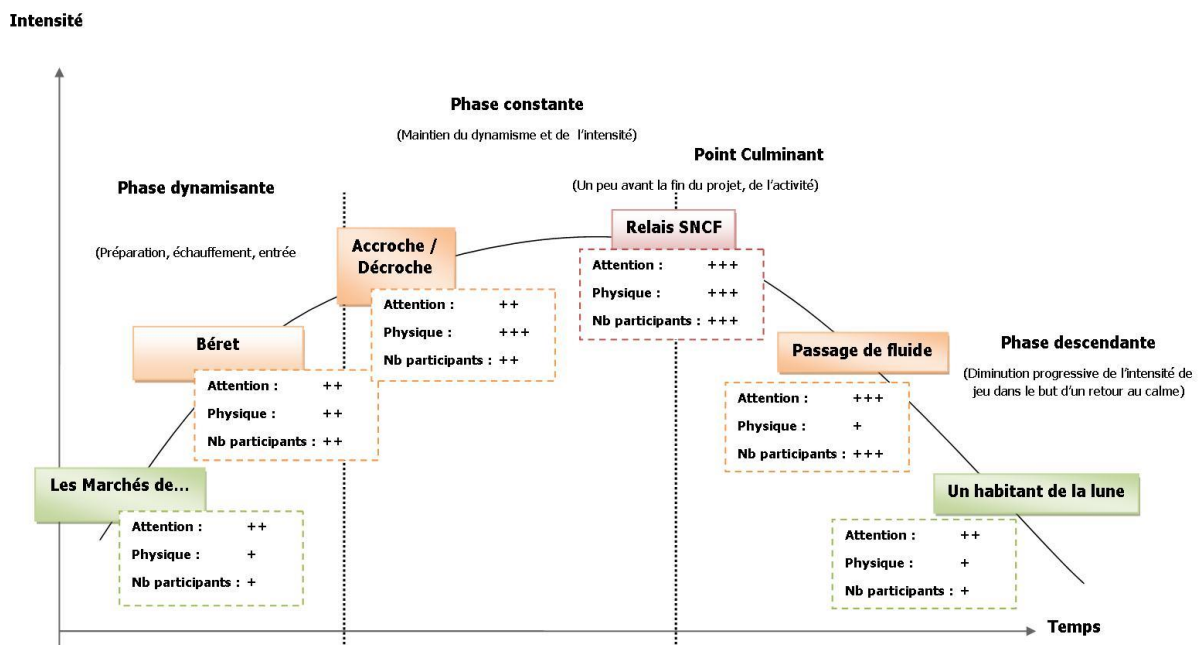
If you are not around the chateau, **you need to bring them back to the chateau !!**

Don't forget to call the person on duty to let him/her know you are done.

Tidying

Make sur you bring everything you use at the right place.

Write the games you have played with the group on their planning.



RISKS ASSESMENT GAMES (INDOOR AND OUTDOOR)

Danger	Risks	People at risks	Probability	Control measure	Results
Damaged equipment	Injury	All	Medium	The instructor will check the equipment before getting use and during the activity.	Low
Uneven ground	Falling and getting hurt	All	High	The staff will make sure the area is safe to use. They will warn the participants of any potential risk and adapt the games if needed. They will make sure the participants are wearing the right shoes to play. They will keep control of the group all along the activity.	Low
Wrong use of the equipment	Injury caused by equipment	All	Medium	The staff will explain clearly how to use the equipment at the start of each game and stay vigilant that the rules are followed.	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
Wrong knowledge of the medical problems	Allergic reactions or other reactions	Group	Medium	At the meeting point, find the group and check the medical informations - asthmatics, EPIPEN, ...	Low
Belongings	Lost	Group	Medium	At the end of the session, give back the belongings (workbook, inhaler, ...)	Low
Walking in the dark	Falling	Group	Medium	At the start of the activity, the staff will make sure all the participants have a torch. They will lead the group back to the château and make sure they go back quietly, without running.	Low