

# Session plan and risk assessment

## Fencing

**Session Length:** 165 minutes (2h45)

**Instructor / participant ratio:** 1:12

**Session Aim:** To provide a safe, fun and interesting introduction to the sport. To introduce key French words and phrases associated with the activity

**Equipment Required:** Foils, masks, jackets, half jackets, gloves, chest protectors, a first aid kit and a walky-talky. Take water with you if it is hot.

**Suitable Activity Areas:** fencing building

TIME	CONTENT OF ACTIVITY
-5	<p><b>Session Preparation:</b></p> <p>Check group information: age, ability, experience, number in group. Ensure you are aware of any relevant medical information to prevent injuries.</p>
0	<p><b>Meet and Greet:</b></p> <p>Introduce yourself and the session. Check the group: correct group, number of participants, relevant medical information, appropriate clothing/shoes.</p> <p>Escort the group to the activity area.</p>
5	<p><b>Introduction:</b></p> <p>Explain the activity and what you are going to do. Fill up the workbook exercises (or save it for the end of the session)</p>
15	<p><b>Equipment</b></p>



In general, we give the equipment to the group at two different times. When it is hot, it is better to warm up before this step.

Explain how to put each part of the equipment on: half-jacket, jacket (protection if needed) and gloves. We give the mask and foils later.

Remove jewellery and tie hair back and kit up the participants.

**You must give chest protections to all girls, whatever their age. Also give half jackets to everyone, whatever colour jacket they have.**

It is more comfortable to wear a t-shirt underneath the jacket. Nobody should wear a hoody underneath the jacket.

## 25 Warm Up

Play games to prepare physically each participant. Try to be inventive. The ideal is to link the warm up with fencing skills (using the fencing technique for example).

Only handle a foil if everyone in the area is wearing a mask.

Do not remove the mask until in the designated safety area.

Foils NOT to be brought into safety area

Stress the importance of listening to instructions.

## 35 Learn the technique, without the foils

Explain and make everybody practicing all the technique of fencing = EN GARDE, EN AVANT, EN ARRIERE, ATTAQUE. Try to diversify the way of teaching the technique but don't forget the principal rules of it : EXPLAIN – DEMONSTRATE - PRACTICE

## 55 Complete the equipment

Explain how to put on the rest of the equipment : mask. When you will give the foils to the group, you'll need to be very vigilant and uncompromising. So insist on the importance on listening to the instructions

### Safety rules to remember

Split the room in to two zones and explain them (fight & safety)

No foils are allowed in the safety area.



EVERYBODY needs to have a mask on in the fight area.

Do not allowed the big lateral movements with the foil = "slash"

Present each part of the foil: handle, blade and point and explain what they are used for. A lot of kids are worry of these type of arm so take your time on this part of the explanation.

Explain carefully which part of the body they are allowed to touch with the foil.

CHECK BUTTON ON FOIL WHEN YOU GIVE THEM TO THE KIDS

## **70 Practice with the foil**

Do a review of the different techniques learnt before.

Practise the lunge technique standing still and then practise while moving. With the foils, never put more than two people working together.

Explain the parry and riposte technique.

Constantly coach individuals throughout this time and try to diversify the exercises so the participants can improve their skills.

You can do some games or small competitions.

## **100 Break**

You can take a break at the château or directly in the fencing room.

If you come to the château :

- Respect the equipment e.g. the jackets. If it is raining, take the jackets off. If the children want to they have to take the jackets off. If it's sunny they can keep them on but make sure that they are respectful with them (do not let them roll around the grass for example)
- Lock all the foils in the box before you leave the room.

## **115 Practice #2 / Competition**

When the group has acquired all the techniques, you can organise a competition. It is up to you to make it how you want : individual or in team, with qualification or elimination... The important part is that each participant has at least 3 fights.

You can involve other participants in judging / scoring. It is a good way to introduce the vocabulary they have learnt. Even so, stay vigilant and ready to take action in case of dispute or a safety issue.

Keep control of the fights and make sure that everybody is involved.



Remark: if you take more than 10 minutes break between the practice and the competition, participants should warm up again quickly before starting the tournament.

## 155 Tidy / Review

Tidy all the equipment with the kids.

Carry out a review (using an appropriate review tool as below) of activity and language (including completion of workbooks)

## 165 Thank the group.

Check that the equipment is appropriately tidied away.

**Make sure the trunks are locked** and that the fencing rooms' doors and windows are closed.

### Review tools for Fencing

What I learned

Positive Feedback

Drama

Positions

Linguistic Review (Body parts and workbook)

### **At the end of each session staff are asked to complete the following tasks:**

- ❖ Tidy up the area picking up any litter, etc...
- ❖ Check all foils, safety clothing, masks, etc.. are accounted for.
- ❖ Check all foils, safety clothing, masks, etc... for damage and store appropriately.
- ❖ Replace any worn or missing safety tips on foils.
- ❖ Clean whiteboard used.
- ❖ Lock all equipment boxes.
- ❖ Ensure that ALL damaged or unusable equipment is clearly marked, placed in the appropriate area so that it cannot be used and that the damage is reported.
- ❖ Replace any damaged or unusable equipment so that the activity is ready for the next session.

### **General:**

The above only takes a few minutes at the end of each session and shows a professional approach and respect for colleagues. If carried out by ALL staff it will improve the day-to-day environment of the Château and generally make life easier and better for all staff.



**IT IS ALSO IMPORTANT FOR ALL STAFF TO:**

- ❖ **Report all safety issues/ risks.** It is EVERYONE’S responsibility to do all we can to continue to improve the safety of our guests and colleagues.
- ❖ **Report all accidents and incidents involving guests AND staff.** It is only by understanding why accidents/incidents have happened and acting upon this information that we reduce the risk of a reoccurrence.
- ❖ **Ensure all storage areas are kept locked.**
- ❖ **Ensure that all storage areas are kept tidy.**
- ❖ **Return walky-talkies to the Local.**

**RISK ASSESSMENT**

<b>Hazard</b>	<b>Risk</b>	<b>Persons at Risk</b>	<b>Level of Probability</b>	<b>Control Measure</b>	<b>Outcome</b>
Faulty equipment	Injury	Group/Staff	Medium	Qualified instructor to check all equipment prior to and during session	Low
Use of foil without mask	Eye and other injuries	Group / staff	Medium	Instructor MUST ensure group wear masks at all times when foils are in hands	Low
Inappropriate/ lack of protective clothing	Injury	Group/Staff	Medium	Participants and instructors to wear all appropriate protective clothing	Low
Uncontrolled fighting	Injury from foil	Group	Medium	Qualified instructor to maintain complete control of session	Low
Ill fitting equipment	Injury from foil	Group/Staff	Medium	Instructor to ensure correct fit at beginning of session paying particular attention to mask. Continue to check	Low



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Obstacles	Collision	Group	Medium	Instructor to ensure activity area is clear of potential hazards. The floor surface should be even	Low
Overheating	Heat exhaustion/ Dehydration	Group	Medium	Where necessary, instructor must ensure group have regular breaks for water	Low
Uneven surfaces	Slips, trips and falls	Group/Staff	Medium	Instructors to use an appropriate area for session to take place and highlight any hazards	Low
Unauthorised access to fencing area	Injury to non participants	Public/ Spectators	Medium	Instructor to control access and to ensure spectators remain within the defined safety area	Low
Unattended foils	Injury due to unauthorised use	Group/ Spectators	Low	Ensure foils are stored securely when not in use	Low

