

SESSION PLAN AND RISK ASSESMENT

FEU DE CAMP / CAMP FIRE

Duration of the activity : 1h30 Number staff/participants : 2/40 (+ teachers)

Aims & objectives : To learn vocabulary and expression. To create/participate a good group atmosphere. To discover songs (French or English)

Required equipment : special backpack, wood, newspaper, matches, torch, marshmallows, bin bag, 2 walkie-talkies and a first aid kit

Place to do the activity : campfire area

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.

When you know with who you will work, prepare what you are going to do during your activity. Make sure it corresponds to the age and level of the group. You need to have 1h of entertainment, including at least 4 songs in it. Organize as well the role of each of you : who will sing/explain what, who will cook the marshmallows, ...

Avoid to ask them to organize some spectacle if they have a talent show later in the week (if they don't, it is a really good idea to include in your activity...)

Take all the equipment you will need.

Thirty minutes before the start, one of the staff will have to go to get the fire ready to burn. He/she will also be in charge of lighting it up before the participants arrive.

Starting the activity

The other staff will be in charge to meet the group by the letter. Be on time. Check everybody is here and that they have the right equipment to go = medical equipment, appropriate clothes and shoes and a torch.

On the way

When everybody is ready, lead the group to the campfire with one adult at the front (usually a château staff) and one at the back (usually one of the teacher). Explain the behavior you are expecting from the group = be quiet and calm.

Don't forget to warn your colleague when you live so he/she has a better idea to know when to light the fire (you can call him/her on the way as well for a second checkpoint)

You should never go through the small bridge between the 2 lakes.

By the fire

Explain the safely rules as soon as you arrive close the campfire area. Make them sitting around the fire, on the benches. Introduce the staff and the activity.

All along the activity

Make some songs and games with the participant.

Cook some marshmallows : at least one per person (be careful with the allergies/veges)

Advice : keep the marshmallow at the end as they will have dirty hand after that / take a bin bag with you so you can collect any rubbish on the floor before leaving

Back to the château

You need to organize one staff to bring the group back to the château while the other one is staying to light off the fire. There are rain collectors and buckets next to the campfire place you can use to put out the fire.

End of the session / Feedback

When you are back at the château, thanks your group and reminding them what time is breakfast the next day.

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

Tidying

Clean and tidy everything where it should be. Don't forget the marshmallows stick (best way to do it is to do a first clean at the fire and then clean it with hot water and sponge in the local anim)

Risks Assesment CampFire

Danger	Risks	People at risks	Probab-ility	Control measure	Results
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
Walking in the dark	Falling, injury	All	High	The staff will give safety guidance and keep control of the group while walking. They will make sure the participants are wearing appropriate shoes to walk. They will lead the group with a torch to make sure there are no obstacle on the way and make sure the participants got theirs as well to light the path. A teacher will walk at the back.	Low
Fire	Burn	All	Medium	The staff will make the group sitting around the fire in a safe distance. They will explain the danger of fire. No running will be allowed around the fire. They have a quick and easy access to water and a walkie-talkie in case of a big problem. The staff will cook themselves the marshmallows (not the participants) using our special stick.	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
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