

SESSION PLAN AND RISKS ASSESSMENT

EXERCICES D'INITIATIVE INTERIEUR / INITIATIVE EXERCICES

Duration of the activity : 1h15 / 2h45 Number staff/participants : 1/40 (+teachers)

Aims & Objectives : To learn vocabulary according to the activity. To develop team work and individual initiative skills.

Required equipment : First aid kit, a walkie-talkie + equipment you need for the exercises you are going to introduce to the participants (knives, matches, poker chips, handcuffs, ...)

Place to do it : indoor area, to choose regarding number of participants and room available (if the weather is nice and warm, you could do it outside in a quiet area to enjoy the last sunshine of the day ^^)

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

As soon as possible, meet the other staff to organize who will take which night (most of the time at 5:15pm in the local animateur).

Check the information regarding your group = age, aptitude, experience, number.

Make sure you have all the medical information.

Prepare what you are going to introduce to the participants all along the evening and get all the equipment you will need for that. It's better to have too much than not enough. Make sure you know the answers to all your problems. If not, ask around and/or practice !

Starting the activity

Be on time at the meeting point ! Check everybody is here and they have the right equipment with them = clothes (warm coat if winter in the fencing room), medical equipment, torch if it is dark or will be.

Introduction and running the session

Introduce yourself and the aim of the activity.

The indoor initiative exercises give the participants the opportunity to learn how to work as a team and to use their individual initiative to solve **logical problems**.

This is a calm activity, ideal of the end of the day. They could go wrong easily if the safety rules are not clear or if you don't organize them in a right order (think about the curve of intensity when you organize your session...)

In the storage room, you should find all the equipment you will need : handcuffs, knives, plastic cups, poker chips, nails, nail's supports, corks, giant "Mikado", matches, ...

You can also use logical sequences which ask more thinking than creativity. To find some, don't hesitate to get inspiration from everywhere : internet, file in the local, personal souvenirs, ... Same for other practice tasks, don't hesitate to bring new ones to our stock. It's always risky to introduce a new exercise/game. Don't hesitate to try them on people around you before (animateurs are usually really keen of those type of challenges ^^)

Each task you will introduce will have its own safety rules and explanations. It's impossible to give you a strict guidance on those. Remember to explain clearly what is the problem and the

result you want to obtain. And stay vigilant all along the task to make sure the participants have understood and are not using dangerous techniques.

Advice : don't give too much details of the task when you introduce it to the participants. Give them some more and/or clues bit by bit as they are trying out their solutions. Give them some time to reflect with their teammates.

You will probably need to split your group in smaller ones. You can use this opportunity to make the solving challenges as a competition but you don't need to. Don't hesitate to ask the teacher if they want to play, especially if they never done them before.

The search for a solution, and the actual solution are the based aim of each task. Keep your mind open as they could be more than 1 solution for each task. Don't hesitate to make the task harder if needed to push their reflexion (examples : add 2 poker chips + 1 movement, ask them to take off the nails without falling, ...)

End of the session / Feedback

Do a feedback with the participants to know their feeling. Thanks the group and remind them the time for breakfast the next day. **If you are outside the free time area, lead the group back to the chateau.**

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

Tidying

Put back **EVERYTHING** at the right place !! Before you leave the room, make sure all the doors and windows are closed and the room is clean and tidy.

RISKS ASSESMENT INDOOR INITIATIVE EXERCISES

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
Wrong use of the equipment	Falling ; getting hit by a piece of equipment	Group	Medium	The staff will make sure the equipment is being worn properly on each participant before and during the activity. They will clearly explain all the safety rules regarding specific equipment and stay vigilant all along its use. They will keep control of the group all along and make sure the participants are aware of any risk regarding it.	Low
Wrong knowledge of medical problems	Allergic reactions or other (asthm....)	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.	Low

				They will lead the group back to the château and make sure they go back quietly, without running.	
--	--	--	--	---	--

SESSION PLAN AND RISKS ASSESMENT

EXERCICES D'INITIATIVE EXTÉRIEURS / TEAM BUILDING

Duration of the activity : 1h15 / 2h45 Number staff/participants : 1/14

Aims & Objectives : To learn vocabulary according to the activity. To develop team work and initiative skills.

Required equipment : First aid kit and a walkie-talkie (+ equipment you need for the exercises - most of it is already in place in the forest)

Place to do it : Forest (initiative exercises area / anywhere else outside)

Getting ready for the activity (at least 10 minutes before the activity)

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

Check how many initiative exercises are in the same time and organize with the other staff if needed.

If the weather is really bad (= big storm, thunder lightning, ...), see with the person on duty to adapt and do some indoor initiative exercises instead of outdoor. This should be a really rare exception made in extreme circumstances as the indoor initiative will be needed to replace any outdoor evening when it's raining.

Starting the activity

Be on time at the meeting point ! Check everybody is here and they all have the right equipment = medical equipment, clothes, workbook and a pen. When everybody is here, take them to the activity.

Introduction

Introduce yourself and the activity. Ask each participant to introduce themselves.

Workbook

The exercises in the workbook present the vocabulary around the team work as well as the 5 senses used on some tasks. In the red version, you'll find a grammar exercise bases on the interrogative form.

The Exercises

For each exercise there is a specific safety briefing to give. The staff should keep control of the activity all along. The aim of a session is to give your group different problem to solve for which they will need to work as a team. On each task, they will have to go through 5 steps :

- 1 -> identify the problem (explanation given by the staff) ;
- 2 -> find a solution working as a group ;
- 3 -> try the solution ;
- 4 -> analyze the result ;
- 5 -> go back on step 2 if necessary...

Here we have nine exercises for which we have the equipment/structure to be able to set them easily. Each exercise will reveal different skills and weakness of the group/participants. The difficulty for each will be depending of the groups abilities. You will have to adapt them regarding this to make your session as interesting as possible for your group.

Exercises in the forest :

- SMALL TRAIN : encourage communication, listening and helping each other
- MISH-MASH : amplify communication issue and develop individual initiative
- ANIMALS : develop logical skills and individual initiative
- MISSION IMPOSSIBLE : develop individual initiative and creativity as well as thinking as a group
- SPIDER WEB : develop communication, helping each other, anticipation and amplify patience and altruism
- CROCODILES : develop communication, thinking as a group, anticipation, logical skills and amplify patience and altruism
- SCALE'S CHALLENGE : develop communication, listening and amplify patience

Exercises to do anywhere (equipment in the storage area) :

- LES SKIS SUR GAZON : develop communication, organization and amplify patience and team spirit in a competition
- THE MAGIC SQUARE : develop communication, organization & anticipation, thinking as a team, logical skills and amplify patience

Keep in mind the aim of the activity = develop their initiative and the team work. To do so, you will have to step back as much as possible. Let them the opportunity to be wrong et to do some mistakes (staying vigilant on safety issue for which you should step in). Give them clues if needed (without giving them the answer which will be counterproductive with this type of tasks).

Do a feedback with them after each task to let them know what they succeed and what they should be careful with (as a group).

On a session, you need to do at least one outdoor exercise. Don't panic if you don't do more on half a session, an exercise can take longer depending on the group. And don't panic if you have a full session (2h45). There is more than enough to stay in the forest for 2h30. Don't hesitate to organize some around the château as well on those longer session.

If you want to do a break, anticipate it. You can take drinks over there directly for example, or make sure they have a water bottle each to avoid to have to come back only for that. You can also offer them a drink at the end of your session.

End of session / Feedback

Do a feedback with the participants to know their feeling and to check what the have learnt during your session : vocabulary regarding team work, body's part, ...)

Thanks them and remind them what they have next : workbook, meal, ...

Come back to the château WITH them !

Tidying

Make sure before you leave the forest that all the equipment is back at its right place = equipment tidy in the plastic box, planks below the cabin, ... Think about it before coming back otherwise you will have to go back there after your activity is finished !

Bring back any damaged equipment which can't be fixed directly, place it in the specific bin in the storage area and warn the person on duty/office.

Tell any important information to the next person on activity (directly if possible or write a note on the board in the local anim)

RISKS ASSESMENT INITIATIVE EXERCISES

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
Wrong use of the equipment	Falling ; getting hit by a piece of equipment	Group	Medium	The staff will make sure the equipment is being worn properly on each participant before and during the activity. They will clearly explain all the safety rules regarding specific equipment and stay vigilant all along its use. They will keep control of the group all along and make sure the participants are aware of any risk regarding it.	Low
Uneven ground	Fall ; slide	All	Medium	The staff must make sure the area is safe to use and tell the participant if there are any potential risk. They should make sure everybody is wearing proper clothes and shoes to avoid any fall.	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 (asthma attack....)	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