

Expedition Assessor and Supervisor Team Briefing Checklist

Actions to be taken by the Expedition Assessor and Supervisor when meeting teams and carrying out the initial briefing:

1. Introduce yourself to the team and explain your role for the expedition.

2. Remind the Team of the DofE Expedition Aims and Requirements.

Key points:

- **Self-sufficiency:** Carry all equipment and food required for the duration of the expedition.
- **Sufficient duration:** Provide the time they must be back at camp after each day.
- **Respect:** Team equipment, team members, adults, the public, and the environment (litter, noise, language). **Do not lose any kit and stay together.**

3. Ask the Team to explain their Team Goal and how they will record it.

4. Handout Team Emergency Procedure Cards and recap the process:

- Ensure they have the phone numbers for you and the Expedition Lead are written on their Team Emergency Procedure Cards.
- Collect two emergency phone numbers from the Team - their own personal mobile numbers, which must stay turned on whilst the group is out and have sufficient charge.

5. Explain the mobile phone policy for the expedition.

6. Confirm any medical issues with individuals in the Team:

- Check correct medications are being held by individuals.
- If confidentiality is required, arrange for the Team to be 'busy' and complete this with the specific individual.
- For inhalers and auto-injectors (2 auto-injectors are required), ensure groups know the location and procedure for the individual.

- Explain Ticks, Lyme and Weil's diseases.

7. Check individuals' kit:

- Waterproofs
- Suitably packed, contents waterproofed and fit of rucksack
- Food and water (2 litres each)
- Sleeping bag
- Footwear
- Spare clothing
- First aid kit

If any spare kit is needed, speak to the Expedition Lead.

8. Hand out maps, route cards, and compasses.

- Talk through the route and supervision points along their routes.
- Ensure they know only to cross main roads or railways using underpasses, bridges, or when supervised by staff. Footbridges over watercourses are to be used.
- Record timings between checkpoints on the map; make a note of these for yourself with photographs or transfer onto your own map.
- Talk through the first leg, giving key navigational features.

9. Ensure the group knows where to begin their route.

- Wish them luck and set them off.

Emergency contact 1

Emergency contact 2

Send message in Expedition WhatsApp Comms group – Add Team number, Participant emergency contact names and numbers

Reminders:

Expedition Assessor and Supervisors to ensure their teams are briefed on the following:

- **Tents**

- All contents of the tent, including rubbish is removed prior to packing – dustpan and brush in the truck/van
- All guy lines are tied up, and the tent doors are zipped up.
- The inner and outer are not folded up together; they are to be separate.
- Each peg bag has 14 pegs.

- **Stoves**

- Stoves are clean of any food and dried completely.

- **Maps, Compasses and Team Emergency Procedure Cards**

- Each Team will be issued with 2 compasses and 2 maps.
- Each Team will be issued with 2 'Team Emergency Procedure Cards'
- Gain 2 Emergency contact numbers for each Team. Add these numbers to your Expedition Assessor and Supervisor Team Briefing Checklist.

- **Damages**

- All damages and missing parts to equipment are to be reported to the Expedition Lead.
- The Expedition Lead is responsible for labelling reported equipment. The equipment must be kept separate to working equipment.
- The Expedition Lead is to inform Tim Anetts via email Tim.Anetts2@hants.gov.uk on return of the kit so that it can be assessed/rectified prior to reissue.

- **Fire**

- In the event of a fire, immediately inform the Expedition Lead.

- **Expedition Supervisor and Assessor Packs**

- An Expedition Supervisor and Assessor Packs will be issued to all Expedition Supervisor and Assessors.
- Ensure these packs are always kept on your person, as they contain sensitive, confidential information. Upon completion of the training/expedition, ensure all packs are handed back to the Expedition Lead.

LOT Operating Procedures extract:

If changing route, the Expedition Assessor and Supervisor need to contact Expedition Lead at the earliest opportunity. If route change is due to a hazard that other Expedition Assessor and Supervisors will need to avoid, the Expedition Lead will make contact and re-route.

Expedition Assessor and Supervisors should be aware of the need for continuous risk assessment throughout the activity. Hazards and risk levels can change; therefore, an alternative plan may need consideration. If in doubt about conditions, or the Team, or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with Expedition Lead.

Roads – When directly supervising road crossings, the Expedition Assessor and Supervisors should brief group away from road to ensure group are clear on instructions before moving towards the road. Expedition Assessor and Supervisors to control road crossing as they see fit for the situation.

Watercourses – Footbridges should be used. If a footbridge is missing and there is a need to re-route, you must contact the Expedition Lead and provide an update. Watercourse crossings are not to be attempted.

MOD Land (if applicable) - All staff and participants must obey signs and directions from the military. Ensuring you are staying on designated footpaths.

Railways – Even when directly supervised, railways should be crossed using a bridge, underpass or barriered crossing.

Environmental – Participants briefed to avoid natural and man-made hazards such as rock outcrops, sinkholes, and barbed wire fences. Participants are not permitted to climb trees, break branches, or damage vegetation.

Expedition Assessor and Supervisors to make Team(s) aware of uneven/slippery ground, roots, and the potential to trip.

Expedition Assessor and Supervisors to recap on the countryside code and stress to the participants that these need to be followed.

LEARNING *Outdoors Team*



Hampshire
County Council

Outdoor Centres

Insert - The Countryside Code



Insert - Tick, Lyme and Weil's diseases