

LOT Activity Operating Procedures – Delivery

LEARNING *Outdoors Team*

Operating Procedures

For the safe conduct of Adventurous Activities

Revised: 23/01/2026

Revised: 30/06/2026 DN

Operational Procedure Changes

Centre:	LOT 2026/27
----------------	--------------------

New Document:

By signing you agree to the following statement:

These are in place to ensure the safety of staff and clients alike. They underpin the safe operation of all Centre activities and are a product of ongoing risk assessments. It is essential that staff follow these laid down procedures.

By signing you agree to follow the Operational Procedures (OPs) below, and if you need to adapt your session or find an error in these OPs, you must seek clarification and approval from Tim Anetts or Debbie Barry. If you were to operate outside of the OPs, you could place clients, yourself, and the organisation at risk.

[illegible]

Contents

The Duke of Edinburgh's Award Delivery	4
Directly Supervised Walking – Lowland Terrain	5
Directly Supervised Walking – Hill and Moorland Terrain	10
Directly Supervised Walking – Mountainous Terrain	15
Remote Supervision – Lowland Terrain	20
Remote Supervision – Hill and Moorland Terrain	25
Remote Supervision – Mountainous Terrain	30
Supervised Cooking with Trangia Stoves	35
Expedition/Training Camping	39
Emergency Procedures	42
Non-DofE Delivery	43
Orienteering – On-site	43
Mountain Walking	45
First Aid Requirements	50
Expedition Lead Briefing Pack	51
First aid Sign on sheet	52

The Duke of Edinburgh's Award Delivery

Roles	Responsibilities
AAP and DofE Manager	Organising, planning and Delivering Duke of Edinburgh programmes within the licensed organisation.
Expedition Lead	Overall planning, risk management, liaison with DofE, and compliance with guidelines. Logistics, transport, emergency contact and equipment management
Expedition Supervisor and Assessors	On-the-ground support, safety monitoring, and navigation assistance. Independent assessment of expedition aims and outcomes.
Group	The 'Group' refers to the whole expedition, for example 5 teams from one school would be referred to as the group.
Team(s)	A 'Team' is made up of a maximum of 7 participants.
Participants	Planning, training, and completing the expedition inline with DofE requirements
Visiting Group Lead (VGL)	Responsible for pastoral care of group as outlined in T&Cs.

Type of Supervision	Definition
Direct	Where the Supervisor is in direct contact with the team and is accompanying them. Or close enough to intervene straight away if necessary and stop mistakes been made.
Remote	Where the Supervisor remains out of sight and hearing of the team and allows them to get on with the expedition without any intervention. However, the Supervisor will have a good idea of roughly where the team are and how they are progressing.

Directly Supervised Walking – Lowland Terrain			
Group Equipment	▪ Marked Maps + Compasses ▪ Waterproofs ▪ Appropriate footwear for terrain ▪ Water ▪ Shelter ▪ Mobile phone + emergency card	Staffing	Relevant walking qualification for area of operation and terrain- • MLTE Summer ML • MLTE Hill and Moorland Leader • MLTE Lowland Leader (<i>Bronze terrain and where appropriate on Silver</i>) • Hampshire Lowland terrain Leader /ETC/ (<i>Bronze terrain and where appropriate on Silver</i>) • Lowland Expedition Leader/Basic Expedition Leader (<i>Bronze terrain and where appropriate on Silver</i>) +<i>The Duke of Edinburgh Award Expedition Supervisor and Assessor accreditation</i> +HOC induction + First Aid (Minimum 8hr) and Safeguarding training
Expedition Assessor and Supervisor Equipment	▪ First Aid Kit ▪ Hi Viz + spare for VGL (road crossing's) ▪ Group Shelter ▪ Water for checkpoints ▪ Map + Compass ▪ Mobile Phone ▪ Instructor emergency Procedures pack	Max Ratio	HLTL - typically 1:7 Higher NGB qualification or signed off by TA 1:14

	▪ Waterproof Jacket with hood- recommended minimum rating of 10,000 mm hydrostatic head. ▪ Waterproof Trousers- recommended minimum rating of 10,000 mm hydrostatic head ▪ Ankle high walking boots with a minimum rating of B0/B1 (or suitable footwear such as Approach shoes for lowland terrain)		
Environmental Considerations	Weather conditions and forecast must be considered: temperature extremes, precipitation (snow/hail/rain), storm conditions, especially wind strength and direction. <u>Weather and climate change - Met Office</u> <u>Home Page - MWIS</u> <i>Obtain forecast and relate implications to proposed route</i> Ensure Group equipped for potential weather conditions, i.e. clothing, food and drink Always consider an alternative plan for inclement weather and be ready to abandon/change the activity if conditions on the ground become untenable. Any changes need to be communicated with Expedition Lead. Alternative routes or locations may be used after discussion with the Expedition Lead.		

Set up of activity

Expedition Lead is responsible for:

Expedition form to be completed with group details, route and route map, weather and contact information and placed on operations board, plus a copy with each Expedition Lead.

To check documentation for group – consent forms, group lists, medical information, special needs. Found in LOT -Medical-Dietary Summary.

If using the New Forest, ensure that the New Forest DoFE notification form has been completed at least 6 weeks in advance. [DoFE-Notification-Form-New-Forest-2024-1.pdf](#) and to check car parks for closures [New Forest car park closures | Forestry England](#).

Route planning to include the management of foreseeable hazards as follows:

Roads

B-roads and minor roads - When route planning, B-roads and minor roads should be prioritised.

For routes that involve crossing B-roads or minor roads, the Expedition Lead should assess traffic levels and determine whether direct supervision adequately reduces risk. Where appropriate, a safety checkpoint will be added so Supervisors can directly oversee participants crossing the road.

A-roads - A-roads should be avoided wherever possible.

If an A-road crossing cannot be avoided, group should only cross using underpasses, bridges, or similar designated safe crossing points. An Expedition Assessor and Supervisor must be positioned at the crossing point to provide direct supervision.

Watercourses

Route plan to avoid the need to cross watercourses by means other than a bridge or other man-made crossing points.

MOD Land

Expedition Lead to email - DIORDOSTrg-SESyPA@mod.gov.uk (for southern area) with a summary of days, times and attach a marked-up map of route. They will advise further on whether areas are ok to use and offer specific guidance.

Railways

Route plans must cross railways using bridges or underpasses.

Other natural hazards

Routes to where possible avoid proximity to cliffs or steep ground. If poor visibility or difficult navigation increases group likelihood of proximity to such hazards, route changed.

Expedition Lead must brief Expedition Assessors and Supervisor's on plan for the day and provide details of emergency procedures.

Expedition Assessor and Supervisors are responsible for:

Checking documentation for individual team(s) – consent forms, group lists, medical information, special needs. This will be provided in the form of a Team(s) summary. This needs to be kept on your person at all times to comply with GDPR requirements.

Expedition Assessor and Supervisors are to ensure they have suitable first aid kit as outlined in First Aid Requirements and emergency equipment such as group shelter. As part of the staff briefing Expedition Assessor and Supervisors are to sign to confirm they have the correct equipment.

Expedition Assessor and Supervisors to ensure they are clear on the planned route for the day, timings and specific team(s) requirements.

During activity – Issues relating to site specific risk assessment

If the route needs to change, the Expedition Assessor and Supervisors needs 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, Expedition Lead to make contact with them and re-route.

Expedition Assessor and Supervisors should be aware of the need for continuous, dynamic 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(s), or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with the Expedition Lead.

Introduction aims, safety, prior experience, behaviour.

It is the responsibility of the Expedition Assessor and Supervisors to check the following before setting off:

- Team(s) has/have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably packed and fitted to them.
- Participants have medication with them.
- Team(s) has/have adequate water and food.

Expedition Assessor and Supervisors to brief team(s) on the following:

Welfare – Team should set off with adequate food and water for the duration of the walk being undertaken. The Expedition Assessor and Supervisors should stop periodically to do head counts and assess team's' mental and physical wellbeing.

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.

Water Courses – 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.

Ensure that participants and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet. [Tick awareness A5 leaflet for printing](#)

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: [The Countryside Code: advice for countryside visitors - GOV.UK](#)

First Aid/Medical – Expedition Assessor and Supervisors must have first aid kit and ensure team(s) has/have personal medical supplies needed for the walk e.g. inhaler/EpiPen x 2

in date. Expedition Assessor and Supervisors should be aware of location of medication. *If a young person requires an EpiPen, they must bring two with them.*

Emergency procedures – Expedition Assessor and Supervisors to have emergency procedure card with them as well as a fully charged mobile phone. They should also have suitable group shelter.

In the event of late return, phone the Expedition Lead to notify them of progress.

Key safety points during activity

Instructors should be aware of the need for continuous, dynamic 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 group, or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with Expedition Lead.

In the event of late return, phone Expedition Lead to notify them of progress.

After the activity

Expedition Assessor and Supervisors are responsible for:

- Ensuring all kit is returned. Defective equipment to be tagged and logged as defective. Defective equipment to be quarantined on return.
- Attending the debrief. Share any information/learnings gathered through the day e.g. inform other members of staff of any issues on the route.
- Expedition Assessor and Supervisors must complete accident or near miss forms if required and hand to Expedition Lead.
- In the event a tick is found/removed from a participant, the tick awareness sheet is to be provided to the participant and the VGL is to be made aware: Tick awareness A5 leaflet for printing
- Handing in team medical summaries at the end of expedition/training event.

Expedition Lead is responsible for:

- Debriefing the Expedition Assessor and Supervisors, to share any information/learnings gathered through the day.
- Expedition Lead to ensure there is a clear handover to VGL, unless otherwise agreed.
- Expedition Lead responsible for collecting team summaries in at end of the expedition/training event.
- Ensure that defective kit is quarantined on return to stores.

Directly Supervised Walking – Hill and Moorland Terrain			
Group Equipment	▪ Marked Maps + Compasses ▪ Waterproofs ▪ Appropriate footwear for terrain ▪ Water ▪ Shelter ▪ Mobile phone + emergency card	Staffing	• MLTE Summer ML • MLTE Hill and Moorland Leader + <i>The Duke of Edinburgh Award Expedition Supervisor and Assessor</i> + 2 Day Outdoor First Aid Safeguarding qualification
Expedition Assessor and Supervisor Equipment	▪ First Aid Kit ▪ Group Shelter ▪ Water for checkpoints ▪ Map + Compass ▪ Mobile Phone ▪ Instructor emergency Procedures pack ▪ Waterproof Jacket with hood- recommended minimum rating of 10,000 mm hydrostatic head. ▪ Waterproof Trousers- recommended minimum rating of 10,000 mm hydrostatic head ▪ Ankle high walking boots with a minimum rating of B0	Max Ratio	1-14
Environmental Considerations	Weather conditions and forecast must be considered: temperature extremes, precipitation (snow/hail/rain), storm conditions, especially wind strength and direction. <u>Weather and climate change - Met Office</u> <u>Home Page - MWIS</u> <i>Obtain forecast and relate implications to proposed route</i>		

	Ensure Group equipped for potential weather conditions, i.e. clothing, food and drink Always consider an alternative plan for inclement weather and be ready to abandon/change the activity if conditions on the ground become untenable. Any changes need to be communicated with Expedition Lead. Alternative routes or locations may be used after discussion with the Expedition Lead.
--	---

Set up of activity

Expedition Lead is responsible for:

Expedition form to be completed with group details, route and route map, weather and contact information and placed on operations board, plus a copy with each Expedition Lead.

To check documentation for group – consent forms, group lists, medical information, special needs. Found in LOT -Medical-Dietary Summary.

If using the New Forest, ensure that the New Forest DoFE notification form has been completed at least 6 weeks in advance. [DoFE-Notification-Form-New-Forest-2024-1.pdf](#) and to check car parks for closures [New Forest car park closures | Forestry England](#).

Route planning to include the management of foreseeable hazards as follows:

Roads

B-roads and minor roads - When route planning, B-roads and minor roads should be prioritised.

For routes that involve crossing B-roads or minor roads, the Expedition Lead should assess traffic levels and determine whether direct supervision adequately reduces risk. Where appropriate, a safety checkpoint will be added so Supervisors can directly oversee participants crossing the road.

A-roads - A-roads should be avoided wherever possible.

If an A-road crossing cannot be avoided, group should only cross using underpasses, bridges, or similar designated safe crossing points. An Expedition Assessor and Supervisor must be positioned at the crossing point to provide direct supervision.

Watercourses

Route plan to avoid the need to cross watercourses by means other than a bridge or other man-made crossing points.

MOD Land

Expedition Lead to email dean.howard966@mod.gov.uk with a summary of days, times and attach a marked-up map of route. Dean will advise further on whether areas are ok to use and offer specific guidance.

Railways

Route plans must cross railways using bridges or underpasses.

Other natural hazards

Routes to where possible avoid proximity to cliffs or steep ground. If poor visibility or difficult navigation increases group likelihood of proximity to such hazards, route changed.

Expedition Lead must brief Expedition Assessors and Supervisor's on plan for the day and provide details of emergency procedures.

Expedition Assessor and Supervisors are responsible for:

Checking documentation for individual team(s) – consent forms, group lists, medical information, special needs. This will be provided in the form of a Team(s) summary. This needs to be kept on your person at all times to comply with GDPR requirements.

Expedition Assessor and Supervisors are to ensure they have suitable first aid kit as outlined in First Aid Requirements and emergency equipment such as group shelter. As part of the staff briefing Expedition Assessor and Supervisors are to sign to confirm they have the correct equipment.

Expedition Assessor and Supervisors to ensure they are clear on the planned route for the day, timings and specific team(s) requirements

During activity – Issues relating to site specific risk assessment

If the route needs to change, the Expedition Assessor and Supervisors needs 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, Expedition Lead to make contact with them and re-route.

Expedition Assessor and Supervisors should be aware of the need for continuous, dynamic 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(s), or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with the Expedition Lead.

Introduction aims, safety, prior experience, behaviour.

It is the responsibility of the Expedition Assessor and Supervisors to check the following before setting off:

- Team(s) has/have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably packed and fitted to them.
- Participants have medication with them.
- Team(s) has/have adequate water and food.

Expedition Assessor and Supervisors to brief team(s) on the following:

Welfare – Team should set off with adequate food and water for the duration of the walk being undertaken. The Expedition Assessor and Supervisors should stop periodically to do head counts and assess team's' mental and physical wellbeing.

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.

Water Courses – 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.

Ensure that participants and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet. [Tick awareness A5 leaflet for printing](#)

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: [The Countryside Code: advice for countryside visitors - GOV.UK](#)

First Aid/Medical – Expedition Assessor and Supervisors must have first aid kit and ensure team(s) has/have personal medical supplies needed for the walk e.g. inhaler/EpiPen. Expedition Assessor and Supervisors should be aware of location of medication. *If a young person requires an EpiPen, they must bring two with them.*

Emergency procedures – Expedition Assessor and Supervisors to have emergency procedure card with them as well as a fully charged mobile phone. They should also have suitable group shelter.

In the event of late return, phone the Expedition Lead to notify them of progress.

Key safety points during activity

Instructors should be aware of the need for continuous, dynamic 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 group, or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with Expedition Lead.

In the event of late return, phone Expedition Lead to notify them of progress.

After the activity

Expedition Assessor and Supervisors are responsible for:

- Ensuring all kit is returned. Defective equipment to be tagged and logged as defective. Defective equipment to be quarantined on return.
- Attending the debrief. Share any information/learnings gathered through the day e.g. inform other members of staff of any issues on the route.

- Expedition Assessor and Supervisors must complete accident or near miss forms if required and hand to Expedition Lead.
- In the event a tick is found/removed from a participant, the tick awareness sheet is to be provided to the participant and the VGL is to be made aware: [Tick awareness A5 leaflet for printing](#)
- Handing in team medical summaries at the end of expedition/training event.

Expedition Lead is responsible for:

- Debriefing the Expedition Assessor and Supervisors, to share any information/learnings gathered through the day.
- Expedition Lead to ensure there is a clear handover to VGL, unless otherwise agreed.
- Expedition Lead responsible for collecting team summaries in at end of the expedition/training event.
- Ensure that defective kit is quarantined on return to stores.

Directly Supervised Walking – Mountainous Terrain e.g. Lake District, Snowdonia, Brecon Beacons			
Group Equipment	▪ Marked Maps + Compasses ▪ Waterproofs ▪ Appropriate footwear for terrain ▪ Water ▪ Shelter ▪ Mobile phone + emergency card	Staffing	• MLTE Summer ML • MLTE Hill and Moorland Leader (where appropriate) + <i>The Duke of Edinburgh Award Expedition Supervisor and Assessor</i> + 2 Day (16hr) First Aid and Safeguarding training
Expedition Assessor and Supervisor Equipment	▪ First Aid Kit ▪ Group Shelter ▪ Water for checkpoints ▪ Map + Compass ▪ Mobile Phone ▪ Instructor emergency Procedures pack ▪ Waterproof Jacket with hood- recommended minimum rating of 10,000 mm hydrostatic head. ▪ Waterproof Trousers- recommended minimum rating of 10,000 mm hydrostatic head ▪ Ankle high walking boots with a minimum rating of B0/B1 ▪ Insulating gloves with waterproof membrane	Max Ratio	1-14
Environmental Considerations	Weather conditions and forecast must be considered: temperature extremes, precipitation (snow/hail/rain), storm conditions, especially wind strength and direction. <u>Weather and climate change - Met Office</u>		

	<u>Home Page</u> - MWIS <i>Obtain forecast and relate implications to proposed route</i> Ensure Group equipped for potential weather conditions, i.e. clothing, food and drink Always consider an alternative plan for inclement weather and be ready to abandon/change the activity if conditions on the ground become untenable. Any changes need to be communicated with Expedition Lead. Alternative routes or locations may be used after discussion with the Expedition Lead.
--	--

Set up of activity

If the route needs to change, the Expedition Assessor and Supervisors needs 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, Expedition Lead to make contact with them and re-route.

Expedition Assessor and Supervisors should be aware of the need for continuous, dynamic 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(s), or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with the Expedition Lead.

Introduction aims, safety, prior experience, behaviour.

It is the responsibility of the Expedition Assessor and Supervisors to check the following before setting off:

- Team(s) has/have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably packed and fitted to them.
- Participants have medication with them.
- Team(s) has/have adequate water and food.

Expedition Assessor and Supervisors to brief team(s) on the following:

Welfare – Team should set off with adequate food and water for the duration of the walk being undertaken. The Expedition Assessor and Supervisors should stop periodically to do head counts and assess team's' mental and physical wellbeing.

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.

Water Courses – 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.

Ensure that participants and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet. [Tick awareness A5 leaflet for printing](#)

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: [The Countryside Code: advice for countryside visitors - GOV.UK](#)

First Aid/Medical – Expedition Assessor and Supervisors must have first aid kit and ensure team(s) has/have personal medical supplies needed for the walk e.g. inhaler/EpiPen. Expedition Assessor and Supervisors should be aware of location of medication. *If a young person requires an EpiPen, they must bring two with them.*

Emergency procedures – Expedition Assessor and Supervisors to have emergency procedure card with them as well as a fully charged mobile phone. They should also have suitable group shelter.

In the event of late return, phone the Expedition Lead to notify them of progress.

During activity – Issues relating to site specific risk assessment

If the route needs to change, the Expedition Assessor and Supervisors needs 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, Expedition Lead to make contact with them and re-route.

Expedition Assessor and Supervisors should be aware of the need for continuous, dynamic 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(s), or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with the Expedition Lead.

Introduction aims, safety, prior experience, behaviour.

It is the responsibility of the Expedition Assessor and Supervisors to check the following before setting off:

- Team(s) has/have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably packed and fitted to them.
- Participants have medication with them.
- Team(s) has/have adequate water and food.

Expedition Assessor and Supervisors to brief team(s) on the following:

Welfare – Team should set off with adequate food and water for the duration of the walk being undertaken. The Expedition Assessor and Supervisors should stop periodically to do head counts and assess team's' mental and physical wellbeing.

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.

Water Courses – 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.

Ensure that participants and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet. [Tick awareness A5 leaflet for printing](#)

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: [The Countryside Code: advice for countryside visitors - GOV.UK](#)

First Aid/Medical – Expedition Assessor and Supervisors must have first aid kit and ensure team(s) has/have personal medical supplies needed for the walk e.g. inhaler/EpiPen. Expedition Assessor and Supervisors should be aware of location of medication. *If a young person requires an EpiPen, they must bring two with them.*

Emergency procedures – Expedition Assessor and Supervisors to have emergency procedure card with them as well as a fully charged mobile phone. They should also have suitable group shelter.

In the event of late return, phone the Expedition Lead to notify them of progress.

Key safety points during activity

Instructors should be aware of the need for continuous, dynamic 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 group, or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with Expedition Lead.

In the event of late return, phone Expedition Lead to notify them of progress.

After the activity**Expedition Assessor and Supervisors are responsible for:**

- Ensuring all kit is returned. Defective equipment to be tagged and logged as defective. Defective equipment to be quarantined on return.
- Attending the debrief. Share any information/learnings gathered through the day e.g. inform other members of staff of any issues on the route.
- Expedition Assessor and Supervisors must complete accident or near miss forms if required and hand to Expedition Lead.
- In the event a tick is found/removed from a participant, the tick awareness sheet is to be provided to the participant and the VGL is to be made aware: Tick awareness A5 leaflet for printing
- Handing in team medical summaries at the end of expedition/training event.

Expedition Lead is responsible for:

- Debriefing the Expedition Assessor and Supervisors, to share any information/learnings gathered through the day.
- Expedition Lead to ensure there is a clear handover to VGL, unless otherwise agreed.
- Expedition Lead responsible for collecting team summaries in at end of the expedition/training event.
- Ensure that defective kit is quarantined on return to stores.

Remote Supervision – Lowland Terrain			
Equipment	▪ Walking info Packs ▪ Maps + Compasses		• MLTE Summer ML • MLTE Hill and Moorland Leader
Group Equipment	▪ Waterproofs ▪ Appropriate footwear for terrain ▪ Day bag with water ▪ Map + compasses	Staffing	• MLTE Lowland Leader (<i>Bronze terrain and where appropriate on Silver</i>) • Hampshire Lowland terrain Leader /ETC/ (<i>Bronze terrain and where appropriate on Silver</i>) • Lowland Expedition Leader/Basic Expedition Leader (<i>Bronze terrain and where appropriate on Silver</i>) +The Duke of Edinburgh Award Expedition Supervisor and Assessor + First Aid (Minimum 8hr)
Expedition Supervisor and Assessor Equipment	▪ First Aid Kit ▪ Group Shelter ▪ Map + Compass ▪ Mobile Phone ▪ Instructor emergency pack ▪ Waterproof Jacket with hood- recommended minimum rating of 10,000 mm hydrostatic head. ▪ Waterproof Trousers- recommended minimum rating of 10,000 mm hydrostatic head ▪ Ankle high walking boots with a minimum rating of B0	Max Ratio	One group 1-7 Hampshire Lowland leader trained and assessed or MLTE Hill and Moorland Leader or Lowland Leader Two groups 1-14 if MLTE Summer Mountain Leader

	▪ Insulating gloves with waterproof membrane		
Environmental Considerations	Weather conditions and forecast must be considered: temperature extremes, precipitation (snow/hail/rain), storm conditions, especially wind strength and direction. <u>Weather and climate change - Met Office</u> <u>Home Page - MWIS</u> <i>Obtain forecast and relate implications to proposed route</i> Ensure Group equipped for potential weather conditions, i.e. clothing, food and drink Always consider an alternative plan for inclement weather and be ready to abandon/change the activity if conditions on the ground become untenable. Any changes need to be communicated with Expedition Lead. Alternative routes or locations may be used after discussion with the Expedition Lead.		

Set up of activity

Expedition Lead is responsible for:

Expedition Form completed with group details, route and route map, weather and contact information and placed on operations board, plus a copy with each expedition lead. Documentation checked – consent forms, group lists, medical information, special needs.

To check documentation for group – consent forms, group lists, medical information, special needs.

If using the New Forest, ensure that the New Forest DofE notification form has been completed at least 6 weeks in advance. [DofE-Notification-Form-New-Forest-2024-1.pdf](#) and to check car parks for closures that will affect planned checkpoints. [New Forest car park closures | Forestry England](#).

Supervision plan to include the management of foreseeable hazards as follows:

Roads

B-roads and minor roads - When route planning, B-roads and minor roads should be prioritised.

For routes that involve crossing B-roads or minor roads, the Expedition Lead should assess traffic levels and determine whether direct supervision adequately reduces risk. Where appropriate, a safety checkpoint will be added so Supervisors can directly oversee participants crossing the road.

-

A-roads - A-roads should be avoided wherever possible.

If an A-road crossing cannot be avoided, groups should only cross using underpasses, bridges, or similar designated safe crossing points. An Expedition Assessor and Supervisor must be positioned at the crossing point to provide direct supervision.

Watercourses

Route plan to avoid the need to cross rivers by means other than a bridge or other man made crossing points.

MOD Land

Expedition Lead to email dean.howard966@mod.gov.uk with a summary of days, times and attach a marked-up map of route. Dean will advise further on whether areas are ok to use and offer specific guidance.

Railways

Route plans must cross railways using bridges or underpasses. Checkpoints put in where possible to reduce the likelihood of navigational error leading to participants crossing at un-manned crossing.

Other natural hazards

Routes to where possible avoid proximity to cliffs or steep ground. If poor visibility or difficult navigation increases groups likelihood of proximity to such hazards, route changed or additional checkpoints put in to mitigate risk.

Expedition Assessors and Supervisors must be briefed on supervision plan for the day by Expedition Lead and provided with the details of checkpoints and emergency procedures.

Expedition Assessors and Supervisors responsible for:

Checking documentation for individual team(s) – consent forms, group lists, medical information, special needs. This will be provided in the form of a Team(s) summary. This needs to be kept on your person at all times to comply with GDPR requirements.

Expedition Assessor and Supervisors are to ensure they have suitable first aid kit as outlined in First Aid Requirements and emergency equipment such as group shelter. As part of the staff briefing Expedition Assessor and Supervisors are to sign to confirm they have the correct equipment.

Expedition Assessor and Supervisors to ensure they are clear on the planned route for the day, timings and specific team(s) requirements.

During activity

Introduction aims, safety, prior experience, behaviour.

Despite adequate training provided for the group, it is still the **responsibility of the Expedition Assessor/Supervisor** that prior to setting groups off they check the following:

- Group have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably fitted and packed.
- Group understand route and checkpoints.

Groups briefed as follows by Expedition Assessors and Supervisors:

Roads – Participants briefed not to cross major roads unless directly supervised. If in doubt call Expedition Supervisor/Assessor.

Rivers - Participants briefed they must not cross rivers unless using a designated footbridge. If a navigational error leads to a river, the group must inform their Expedition Supervisor/Assessor and divert without crossing. If a footbridge is missing, participants must contact their Expedition Supervisor/Assessor for an alternative route.

MOD Land (if applicable) - Group to contact Expedition Supervisor/Assessor immediately, if unsure and unable to relocate if on MOD Land. All staff and participants must obey signs and directions from the military.

Railways - Groups briefed, if they are off route and arrive at un-manned crossing, they are not to cross and contact their Expedition Supervisor/Assessor for re-routing.

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

Ensure that students and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet. [Tick awareness A5 leaflet for printing](#)

First Aid/Medical – Expedition Assessor and Supervisors must have first aid kit and ensure team(s) has/have personal medical supplies needed for the walk e.g. inhaler/EpiPen. Expedition Assessor and Supervisors should be aware of location of medication. *If a young person requires an EpiPen, they must bring two with them.*

Emergency procedures - Group are briefed on emergency procedures [13 Group Emergency Procedure Cards.docx](#) and have suitable phone that is charged, and they know how to use, and carries emergency cards with contact details and instructions. As well as some form of shelter.

During Remote Supervision of group

Expedition Lead should maintain contact with Expedition Assessor and Supervisors.

Expedition Assessor and Supervisors to maintain suitable contact with participants via checkpoints and if necessary, by phone.

Checkpoints should be closed off by the Expedition Lead. Once all groups have passed through the checkpoint, Expedition Assessor and Supervisors to inform the Expedition Lead, the Expedition Lead will then close the checkpoint.

- Welfare of participants checked at checkpoints, water provided if necessary.
- When directly supervising road crossings 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 crossings as they see fit for situation.

- Groups reminded of hazards they were briefed on at the start of the day if the next leg includes such hazard as laid out in brief such as MOD land, Roads, Railways, etc.

Group/Team(s) must be directly supervised when:

- Participants are crossing A-roads or above.
- There are hazards identified on route such as cliffs, deep water (stream/river crossings)
- Low visibility/night navigation (bronze and silver)

Key safety points during activity

- Instructors 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(s), or your ability to deal with either, do not hesitate to contact the Expedition Lead.

After the activity

Assessors and Supervisors are responsible for:

- **It is the Assessor/Supervisors responsibility** to ensure all kit is returned. Defective equipment to be tagged and logged defective. Defective equipment to be quarantined on return.
- Attending the debrief. Share any information/learning gathered through the day e.g. Inform other members of staff of any issues on the route.
- Assessors and supervisors must complete accident or near miss forms if required.
- In the event a tick is found/removed from a participant the tick awareness sheet is provided to Participant and VGL made aware: [Tick awareness A5 leaflet for printing](#)
- Handing in team medical summaries at the end of expedition/training event.

Expedition Lead is responsible for:

- Leading a debrief with assessors and supervisors, to share any information/learning gathered through the day.
- Expedition Lead to ensure there is a clear handover to VGL, unless otherwise agreed.
- Expedition Lead responsible for collecting team medical summaries in at end of expedition/training event.
- Ensure that defective kit is quarantined on return to stores.

Remote Supervision – Hill and Moorland Terrain			
Equipment	▪ Walking info Packs ▪ Maps + Compasses		• MLTE Summer ML • MLTE Hill and Moorland Leader
Group Equipment	▪ Waterproofs ▪ Appropriate footwear for terrain ▪ Day bag with water ▪ Map + compasses	Staffing	<i>+The Duke of Edinburgh Award Expedition Supervisor and Assessor</i> + HOC induction and Monitor
Expedition Assessor and Supervisor Equipment	▪ First Aid Kit ▪ Group Shelter ▪ Map + Compass ▪ Mobile Phone ▪ Instructor emergency pack ▪ Waterproof Jacket with hood- recommended minimum rating of 10,000 mm hydrostatic head. ▪ Waterproof Trousers- recommended minimum rating of 10,000 mm hydrostatic head ▪ Ankle high walking boots with a minimum rating of B0 ▪ Insulating gloves with waterproof membrane	Max Ratio	1-7
Environmental Considerations	Weather conditions and forecast must be considered: temperature extremes, precipitation (snow/hail/rain), storm conditions, especially wind strength and direction. <u>Weather and climate change - Met Office</u> <u>Home Page - MWIS</u> <i>Obtain forecast and relate implications to proposed route</i> Ensure Group equipped for potential weather conditions, i.e. clothing, food and drink		

	Always consider an alternative plan for inclement weather and be ready to abandon/change the activity if conditions on the ground become untenable. Any changes need to be communicated with Expedition Lead. Alternative routes or locations may be used after discussion with the Expedition Lead.
--	--

Set up of activity

Expedition Lead is responsible for:

Expedition Form completed with group details, route and route map, weather and contact information and placed on operations board, plus a copy with each expedition lead. Documentation checked – consent forms, group lists, medical information, special needs.

To check documentation for group – consent forms, group lists, medical information, special needs.

If using the New Forest, ensure that the New Forest DoFE notification form has been completed at least 6 weeks in advance. [DoFE-Notification-Form-New-Forest-2024-1.pdf](#) and to check car parks for closures that will affect planned checkpoints. [New Forest car park closures | Forestry England](#).

Supervision plan to include the management of foreseeable hazards as follows:

Roads

Roads

B-roads and minor roads - When route planning, Broads and minor roads should be prioritised.

For routes that involve crossing Broads or minor roads, the Expedition Lead should assess traffic levels and determine whether direct supervision adequately reduces risk. Where appropriate, a safety checkpoint will be added so Supervisors can directly oversee participants crossing the road.

A-roads A-roads should be avoided wherever possible.

If an A-road crossing cannot be avoided, groups should only cross using underpasses, bridges, or similar designated safe crossing points. An Expedition Assessor and Supervisor must be positioned at the crossing point to provide direct supervision.

Watercourses

Route plan to avoid the need to cross rivers by means other than a bridge or other man made crossing points.

MOD Land

Expedition Lead to email dean.howard966@mod.gov.uk with a summary of days, times and attach a marked-up map of route. Dean will advise further on whether areas are ok to use and offer specific guidance.

Railways

Route plans must cross railways using bridges or underpasses. Checkpoints put in where possible to reduce the likelihood of navigational error leading to participants crossing at un-manned crossing.

Other natural hazards

Routes to where possible avoid proximity to cliffs or steep ground. If poor visibility or difficult navigation increases groups likelihood of proximity to such hazards, route changed or additional checkpoints put in to mitigate risk.

Assessor/Supervisors must be briefed on supervision plan for the day by Expedition Lead, and provided with the details of checkpoints and emergency procedures.

Assessors and supervisors responsible for:

Assessor/Supervisor to check documentation for group – consent forms, group lists, medical information, special needs. This will be provided in the form of a group summary.

The instructors/supervisors are to ensure they have suitable first aid kit as outlined in First aid minimum standard document. and emergency equipment such as group shelter. As part of the staff briefing instructors/supervisors to sign on to confirm they have the correct equipment.

During activity

Introduction aims, safety, prior experience, behaviour.

Despite adequate training provided for the group, it is still the **responsibility of the Assessor/Supervisor** that prior to setting groups off they check the following:

- Group have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably fitted and packed.
- Group understand route and checkpoints.

Groups briefed as follows by Assessors/Supervisors:

Roads – Participants briefed not to cross major roads unless directly supervised. If in doubt call supervisor/assessor.

Rivers - Participants briefed they must not cross rivers unless using a designated footbridge. If a navigational error leads to a river, the group must inform their supervisor and divert without crossing. If a footbridge is missing, participants must contact their supervisor for an alternative route.

MOD Land (if applicable) - Group to contact supervisor immediately, if unsure and unable to relocate if on MOD Land. All staff and participants must obey signs and directions from the military.

Railways - Groups briefed, if they are off route and arrive at un-manned crossing, they are not to cross and contact their supervisor for re-routing.

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

Ensure that students and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet.

First Aid/Medical – Group must have personal first aid kit and personal medical supplies needed for expedition e.g. inhaler/EpiPen. Supervisor/Assessor and rest of group should be aware of location of medication. *If young person requires an EpiPen they must have 2 available.*

Emergency procedures - Group are briefed on emergency procedures 13 Group Emergency Procedure Cards.docx and have suitable phone that is charged, and they know how to use, and carries emergency cards with contact details and instructions. As well as some form of shelter.

During Remote Supervision of group

Expedition Lead should maintain contact with Assessor's/Supervisors.

Assessor/ supervisors to maintain suitable contact with participants via checkpoints and if necessary, by phone.

Checkpoints should be closed off by the expedition lead. Once all groups have passed through the checkpoint Assessor/Supervisor to inform the Expedition Lead who will confirm the checkpoint is closed.

- Welfare of participants checked at checkpoints, water provided if necessary.
- When directly supervising road crossings Assessor/supervisors should brief group away from road to ensure group are clear on instructions before moving towards the road. Supervisor/assessor to control road crossing as seen fit for situation.
- Groups reminded of hazards they were briefed on at the start of the day if the next leg includes such hazard as laid out in brief such as MOD land, Roads, Railways, etc.

Groups must be directly supervised when:

- Participants are crossing A roads or above.
- There are hazards identified on route such as cliffs, deep water (stream/river crossings)
- Low visibility/night navigation (bronze and silver)

Key safety points during activity

Instructors 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 group, or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with Expedition Lead/Lead staff.

After the activity

Assessors and Supervisors are responsible for:

- **It is the Assessor/Supervisors responsibility** to ensure all kit is returned. Defective equipment to be tagged and logged defective. Defective equipment to be quarantined on return.
- Attending the debrief. Share any information/learning gathered through the day e.g. Inform other members of staff of any issues on the route.
- Assessors and supervisors must complete accident or near miss forms if required.
- In the event a tick is found/removed from a participant the tick awareness sheet is provided to Participant and VGL made aware- [Tick awareness A5 leaflet for printing](#)
- Handing in group summaries at the end of expedition/training event.

Expedition Lead is responsible for:

- Leading a debrief with assessors and supervisors, to share any information/learning gathered through the day.
- Expedition Lead to ensure there is a clear handover to VGL, unless otherwise agreed.
- Expedition Lead responsible for collecting group summaries in at end of expedition/training event.
- Ensure that defective kit is quarantined on return to stores.

Remote Supervision – Mountainous Terrain e.g. Lake District, Snowdonia, Brecon Beacons			
Equipment	▪ Walking info Packs ▪ Maps + Compasses	Staffing	• MLTE Summer ML • MLTE Hill and Moorland Leader (where deemed appropriate) + <i>The Duke of Edinburgh Award Expedition Supervisor and Assessor</i> + HOC induction and Monitor
Group Equipment	▪ Waterproofs ▪ Appropriate footwear for terrain ▪ Day bag with water ▪ Map + compasses		
Expedition Assessor and Supervisor Equipment	▪ First Aid Kit ▪ Group Shelter ▪ Map + Compass ▪ Mobile Phone ▪ Instructor emergency pack ▪ Waterproof Jacket with hood- recommended minimum rating of 10,000 mm hydrostatic head. ▪ Waterproof Trousers- recommended minimum rating of 10,000 mm hydrostatic head ▪ Ankle high walking boots with a minimum rating of B0 ▪ Insulating gloves with waterproof membrane	Max Ratio	1-7
Environmental Considerations	Weather conditions and forecast must be considered: temperature extremes, precipitation (snow/hail/rain), storm conditions, especially wind strength and direction. <u>Weather and climate change - Met Office</u> <u>Home Page - MWIS</u> <i>Obtain forecast and relate implications to proposed route</i>		

	Ensure Group equipped for potential weather conditions, i.e. clothing, food and drink Always consider an alternative plan for inclement weather and be ready to abandon/change the activity if conditions on the ground become untenable. Any changes need to be communicated with Expedition Lead. Alternative routes or locations may be used after discussion with the Expedition Lead.
--	---

Set up of activity

Expedition Lead is responsible for:

Expedition Form completed with group details, route and route map, weather and contact information and placed on operations board, plus a copy with each expedition lead. Documentation checked – consent forms, group lists, medical information, special needs.

To check documentation for group – consent forms, group lists, medical information, special needs.

If using the New Forest, ensure that the New Forest DoFE notification form has been completed at least 6 weeks in advance. [DofE-Notification-Form-New-Forest-2024-1.pdf](#) and to check car parks for closures that will affect planned checkpoints. [New Forest car park closures | Forestry England](#).

Supervision plan to include the management of foreseeable hazards as follows:

B-roads and minor roads - When route planning, Broads and minor roads should be prioritised.

For routes that involve crossing Broads or minor roads, the Expedition Lead should assess traffic levels and determine whether direct supervision adequately reduces risk. Where appropriate, a safety checkpoint will be added so Supervisors can directly oversee participants crossing the road.

A-roads Aroads should be avoided wherever possible.

If an Aroad crossing cannot be avoided, groups should only cross using underpasses, bridges, or similar designated safe crossing points. An Expedition Assessor and Supervisor must be positioned at the crossing point to provide direct supervision.

Watercourses

Route plan to avoid the need to cross rivers by means other than a bridge or other man made crossing points.

MOD Land

Expedition Lead to email dean.howard966@mod.gov.uk with a summary of days, times and attach a marked-up map of route. Dean will advise further on whether areas are ok to use and offer specific guidance.

Railways

Route plans must cross railways using bridges or underpasses. Checkpoints put in where possible to reduce the likelihood of navigational error leading to participants crossing at un-manned crossing.

Other natural hazards

Routes to where possible avoid proximity to cliffs or steep ground. If poor visibility or difficult navigation increases groups likelihood of proximity to such hazards, route changed or additional checkpoints put in to mitigate risk.

Assessor/Supervisors must be briefed on supervision plan for the day by Expedition Lead, and provided with the details of checkpoints and emergency procedures.

Assessors and supervisors responsible for:

Assessor/Supervisor to check documentation for group – consent forms, group lists, medical information, special needs. This will be provided in the form of a group summary.

The instructors/supervisors are to ensure they have suitable first aid kit as outlined in First aid minimum standard document. and emergency equipment such as group shelter. As part of the staff briefing instructors/supervisors to sign on to confirm they have the correct equipment.

During activity

Introduction aims, safety, prior experience, behaviour.

Despite adequate training provided for the group, it is still the **responsibility of the Assessor/Supervisor** that prior to setting groups off they check the following:

- Group have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably fitted and packed.
- Group understand route and checkpoints.

Groups briefed as follows by Assessors/Supervisors:

Roads – Participants briefed not to cross major roads unless directly supervised. If in doubt call supervisor/assessor.

Rivers - Participants briefed they must not cross rivers unless using a designated footbridge. If a navigational error leads to a river, the group must inform their supervisor and divert without crossing. If a footbridge is missing, participants must contact their supervisor for an alternative route.

MOD Land (if applicable) - Group to contact supervisor immediately, if unsure and unable to relocate if on MOD Land. All staff and participants must obey signs and directions from the military.

Railways - Groups briefed, if they are off route and arrive at un-manned crossing, they are not to cross and contact their supervisor for re-routing.

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

Ensure that students and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet.

First Aid/Medical – Group must have personal first aid kit and personal medical supplies needed for exped e.g. inhaler/epipen. Supervisor/Assessor and rest of group should be aware of location of medication. *If young person requires an EpiPen they must have 2 available.*

Emergency procedures - Group are briefed on emergency procedures 13 Group Emergency Procedure Cards.docx and have suitable phone that is charged, and they know how to use, and carries emergency cards with contact details and instructions. As well as some form of shelter.

During Remote Supervision of group

Expedition Lead should maintain contact with Assessor's/Supervisors.

Assessor/ supervisors to maintain suitable contact with participants via checkpoints and if necessary, by phone.

Checkpoints should be closed off by the expedition lead. Once all groups have passed through the checkpoint Assessor/Supervisor to inform the Expedition Lead who will confirm the checkpoint is closed.

- Welfare of participants checked at checkpoints, water provided if necessary.
- When directly supervising road crossings Assessor/supervisors should brief group away from road to ensure group are clear on instructions before moving towards the road. Supervisor/assessor to control road crossing as seen fit for situation.
- Groups reminded of hazards they were briefed on at the start of the day if the next leg includes such hazard as laid out in brief such as MOD land, Roads, Railways, etc.

Groups must be directly supervised when:

- Participants are crossing A roads or above.
- There are hazards identified on route such as cliffs, deep water (stream/river crossings)
- Low visibility/night navigation (bronze and silver)

Key safety points during activity

- Instructors 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 group, or your ability to deal with either, do not hesitate to contact Expedition Coordinator.

After the activity

Assessors and Supervisors are responsible for:

- **It is the Assessor/Supervisors responsibility** to ensure all kit is returned. Defective equipment to be tagged and logged defective. Defective equipment to be quarantined on return.
- Attending the debrief. Share any information/learning gathered through the day e.g. Inform other members of staff of any issues on the route.
- Assessors and supervisors must complete accident or near miss forms if required.
- In the event a tick is found/removed from a participant the tick awareness sheet is provided to Participant and VGL made aware- [Tick awareness A5 leaflet for printing](#)
- Handing in group summaries at the end of expedition/training event.

Expedition Lead is responsible for:

- Leading a debrief with assessors and supervisors, to share any information/learning gathered through the day.
- Expedition Lead to ensure there is a clear handover to VGL, unless otherwise agreed.
- Expedition Lead responsible for collecting group summaries in at end of expedition/training event.
- Ensure that defective kit is quarantined on return to stores.

Supervised Cooking with Trangia Stoves			
Equipment	▪ Trangia ▪ Gas burner ▪ Gas canister ▪ Rubble buckets, soap for handwashing and washing up	Staffing	HOC trained and assessed or NGB- containing use of cookers + induction & monitor
Instructor Kit	▪ Phone ▪ First Aid kit including burns kit ▪ Small fire extinguisher in support vehicle	Max Ratio	1 member of staff to 4 stoves
Environmental Considerations	Check weather forecast and prevailing weather. Consideration will need to be given to high winds, electrical storms, or frozen conditions. https://www.netweather.tv/live-weather/lightning Weather and climate change - Met Office Home Page - MWIS		

Set-up of activity

Expedition Lead Responsibilities

- Documentation must be checked – group lists, medical information, special needs, **dietary requirements/allergies** and disseminated to Assessors/supervisors.
- Stoves issued to team(s) are in date of annual inspection.
- Ensuring Expedition Supervisors and Assessors have access to fire extinguisher on the vehicle supporting expedition

Assessor Supervisor Responsible for:

- Documentation in the form of team medical summaries must checked – Team lists, medical information, special needs, **dietary requirements/allergies**.
- Visual check must be completed on all stove burners prior to use; valves, burner, hose and crimped connections, as per manufacturers guidance. [772527-Gas-burner-Storm-Bruksanvisning-Digital-Fler-sprak Rev-2515.pdf](#)
- Team(s) must be briefed on safe use of stoves on the first day of every expedition (**do not assume prior knowledge at any award level**)
- Knives - Kit list to align with UK knife law [Selling, buying and carrying knives and weapons - GOV.UK](#). And discourage participants from bringing multitools and knives.

During activity – Issues relating to site specific risk assessment

Introduction

- Aims, safety, prior experience, behaviour, issue equipment.
- VGL, when present, included in same brief as participants along with clear definition of their roles and responsibilities within the session.
- Group and VGL must be briefed on safe use of a stove on the first day of every expedition (**do not assume prior knowledge at any award level**)
- Appropriate health and hygiene brief given precooking – participants to have had prior training/knowledge of food hygiene whilst on expedition.

Expedition Supervisor or Assessor to brief the group on:

- Team(s) briefed that stoves shouldn't be used away from camp or during the day **except in emergency situations.**
- Ensure Team(s) are briefed that cooking area is a suitable distance (5 metres) away from tents.
- *In the event of inclement weather on gold expeditions, when participants over the age of 18 years, they can make the decision to cook in the porch of their tent following a conversation with the Expedition Assessor/Supervisor.*
- Ensure cooking is done on a suitable surface, hard standing if possible but if not on suitable flat area.
- Team(s) briefed on making sure jewellery is removed, and hair tied back. Refer to [HOC Generic OP's and Instructor Responsibilities 2025.docx](#) Jewellery for guidelines & exceptions.
- Closed toe footwear must be worn for cooking – Not crocs, sliders, flip flops, sandals or similar.
- Wearing of appropriate clothing for weather, environment, and activity.
- Check area is free of hazards – ensure equipment appropriate for team(s).
- Food hygiene best practice, team(s) should wash/sanitise hands before and after cooking.
- Before stove is assembled participants **must be trained** to conduct a visual inspection of the components and notify Expedition Supervisor and Assessor if they are unsure of condition, so safe use can be established. If the burner is deemed unsafe, it is to be defect tagged and taken out of circulation.
- Participants to be split into pairs, and shown how to light a Trangia: –
 - One person operates the gas tap, the other person ignites the match/lighter. The flame must be presented close to the burner before the gas is turned on, to prevent the flair up of gas collecting in the wind shield. Provide multiple opportunities to practice method until competence is demonstrated.
- Stoves only to be lit once participants have prepared food items and have filled drinking water bottles and are therefore considered ready to cook.

Cooking and use of stoves should be directly monitored by Expedition Assessor and Supervisor until sufficient competency is established within the team(s).

Key safety points during activity

- Hair tied back, jewellery removed
- Closed toed footwear must be worn
- Food hygiene best practice is to be followed by all
- Group/Teams and VGL to be briefed on safe use of gas stove
- Visual inspection of stove/burner components prior to use.
- Expedition Supervisor and Assessor should be aware of the need for continuous risk, dynamic 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(s), or your ability to deal with either, do not hesitate to vary the activity.

After Cooking

- **It is the Expedition Assessors and Supervisors responsibility** to ensure all equipment is cleaned properly, dried, and packed away by the teams.
- Empty gas canisters are to be given to the Expedition Lead to be disposed of in-line with 'Disposing of Gas Canisters' procedure.
- **It is the Expedition Assessors and Supervisors responsibility** that their team(s) equipment is returned to stores or checked in with the expedition lead, as they will need to tag and log any defective kit or equipment.

Disposing of Gas Canisters (Expedition Lead)

- Empty cylinders must be marked on expedition as 'dead' and the date, clearly written on them.
- Empty cylinders to be vented by piercing with a Jetboil Crunchit tool once returned to stores.
- Pierced cylinders need to be left outside at the back of stores for at least 2 weeks to allow any residue to disperse prior to disposal in an approved bin.
- Empty cylinders are not to be disposed of in the centres recycling bin as this is against Suez waste company policy.
- Only pierced and vented cylinders to be stored outside to avoid unpierced cylinders go to recycling by mistake.

Moving and handling considerations

- Gas canisters are to be stored in a transparent box when been transported in a vehicle.
- Care to be taken when moving boxes of stoves and gas at the start and end of expeditions/training.

Issues relating to site specific hazards.

- Knives on session – Knives to be omitted from any kit lists, groups to be reminded of UK knife law [Selling, buying and carrying knives and weapons - GOV.UK](#)

Expedition/Training Camping			
Group Equipment	• Tents • Sleeping bags • Roll mat • Headtorch	Staffing	Hampshire Lowland Terrain Leader or NGB or HOC Assessed + Induction + First aid (minimum 8hrs) + Safeguarding
Expedition Assessor and Supervisor equipment	▪ Phone ▪ First Aid kit including burns kit ▪ Access to drinking water ▪ Access to toilets	Max Ratio	At least two pastoral staff for up to 42 participants At least three pastoral staff for groups with more than 42 participants These staff accompany the expedition and assume sole responsibility for pastoral care and safeguarding throughout.
Environmental Considerations	Check weather forecast and prevailing weather. Consideration will need to be given to high winds, electrical storms, or frozen conditions. https://www.netweather.tv/live-weather/lightning Weather and climate change - Met Office Home Page - MWIS		

Set-up of activity

Expedition Lead is responsible for:

- Documentation checked – group lists, medical information, special needs, **dietary requirements/allergies**.
- Ensure campsite is suitable prior to booking. Where required, complete a recce. Enquire about other on-site users, facilities and any other potential hazards so these can be included within the main brief to Expedition Assessors and Supervisors.
- Ensuring spare equipment is available in the event that for example a participant's sleeping bag gets wet or if we have a fault with a tent.
- School policies to be followed regarding the splitting of genders.
- Pastoral roles clearly defined with the VGL prior to expedition/training taking place.

- Briefing Expedition Assessors and Supervisors on their roles and responsibilities regarding the campsite.

Assessors and supervisors responsible for:

- Teams should be provided with adequate training regarding setting up their tents and sleeping systems.
- Ensuring school/group policies are followed.

During activity – Issues relating to site specific risk assessment

Session briefing – Introduction

- Aims, safety, prior experience, behaviour, issue equipment.
- VGL, when present, included in same brief as participants along with clear definition of their roles and responsibilities regarding pastoral care.
- Expectations set around behaviour on-site, bedtime and lights out.
- Participants and VGL briefed where the appropriate staff tents are regarding who to wake in the night if they have a problem. First point of call should be VGL however in an emergency a designated member of LOT staff will be available to support.
- Group/teams briefed on fire muster points.
- Group/teams briefed on welfare facilities location(s).
- Group/teams briefed on smoking areas.
- Clearly defined boundaries on arrival.
- Tents to be pitched on suitable level ground, not under trees or close proximity to water.
- Group/teams briefed on not running in between tents, due to trip hazards presented by guidelines.
- Monitoring of team members mental and physical wellbeing.

Key safety points during activity

- Expedition Assessor and Supervisor should be aware of the need for continuous, dynamic 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 group, or your ability to deal with either, do not hesitate to contact the expedition lead.

Packing up Camp

Ensure all equipment is cleaned, dried where possible and properly packed away by the teams. It is the responsibility of the Expedition Assessors and Supervisors to ensure equipment is handed into the Expedition Lead and any damage is identified.

- Return all equipment to Expedition Lead at end of expedition/training, store, tag and log defective kit.
- Check camping area for litter or equipment.

Moving and handling considerations

- Adopt correct manual handling techniques for loading and unloading equipment at the start and end of expedition.
- Storing on suitable shelves in store to avoid injury, larger tents lower down according to drying room risk assessment.

Emergency Procedures

[04 Missing-Late Procedures.docx](#)

[05 Expedition Instructor Emergency Procedures.docx](#)

[13 Incident Procedures.docx](#)

[09 Emergency Guidance Document Cover Sheet.docx](#)

[12 Team Emergency Procedure Cards.docx](#)

[14 HOC - Accident & Incident Form Wording Guidance.docx](#)

[15 HOC - Accident & Incident Form.docx](#)

[16 A4 Casualty Monitoring Sheet.docx](#)

[17 Hospital Information.doc](#)

[LOT Emergency Action Plan – Forest or Heath Fire.docx](#)

Non-DofE Delivery

Orienteering – On-site

Equipment	• Orienteering pack • Compasses • Pens/pencils • Clip boards	Staffing	HOC trained NGB + SS induction & monitor
Instructor Kit	• Radio • First Aid kit (Located at reception)	Max Ratio	1:36 (+ adult helper)

Environmental Considerations

Check weather forecast and prevailing weather. Consideration will need to be given to high winds, electrical storms or frozen conditions. <https://www.netweather.tv/live-weather/lightning>

Ensure general operational procedures are followed.

Set-up of activity

Documentation checked – consent forms, group lists, medical information, special needs.

All jewellery removed (recommended for adults), refer to [Jewellery](#) for guidelines & exceptions. Hair tied back.

Appropriate clothing for weather, environment, and activity.

Check facility availability, free of hazards – ensure team has appropriate equipment, and maps are suitable to age and ability.

- Check that the folders are complete.
- All compasses and pens are in good order.
- Full briefing of how packs work for those doing self-delivery.

During activity – Issues relating to site specific risk assessment

Session briefing – Introduction, aims, safety, prior experience, behaviour.

Issue equipment

VGL, when present, included in same brief as participants along with clear definition of their roles and responsibilities within the session.

Key safety points during activity

- Teams are to not leave the site and must stay together.
- Constant monitoring of teams mental and physical wellbeing.
- Instructor should be aware of the need for continuous, dynamic 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 group, or your ability to deal with either, do not hesitate to vary the activity.
- Teams to be given set boundaries.
- Driveway and car parks.
- In & around buildings, bunkhouse, and pod areas.
- NOT to go through other camps.
- Activity areas are out of bounds.

After the activity

Ensure there is a clear handover to VGL, unless otherwise agreed.

Return all equipment to store, tag and log defective kit.

See HOC Instructor Handbook for further details and session plans.

Moving and handling considerations

No issues identified.

Issues relating to site specific hazards.

Mountain Walking Mountainous e.g. Lake District, Snowdonia, Brecon Beacons			
Group Equipment	▪ Marked Maps + Compasses ▪ Waterproofs ▪ Appropriate footwear for terrain ▪ Water ▪ Shelter ▪ Mobile phone + emergency card	Staffing	• MLTE Summer ML + 2 Day (16hr) First Aid and Safeguarding training
Instructor Kit	▪ First Aid Kit ▪ Group Shelter ▪ Map + Compass ▪ Mobile Phone ▪ Instructor emergency pack ▪ Waterproof Jacket with hood- recommended minimum rating of 10,000 mm hydrostatic head. ▪ Waterproof Trousers- recommended minimum rating of 10,000 mm hydrostatic head ▪ Ankle high walking boots with a minimum rating of B0 ▪ Insulating gloves with waterproof membrane	Max Ratio	1-14
Environmental Considerations	Weather conditions and forecast must be considered: temperature extremes, precipitation (snow/hail/rain), storm conditions, especially wind strength and direction. Weather and climate change - Met Office Home Page - MWIS		

	<i>Obtain forecast and relate implications to proposed route</i> Ensure Group equipped for potential weather conditions, i.e. clothing, food and drink Always consider an alternative plan for inclement weather and be ready to abandon/change the activity if conditions on the ground become untenable. Any changes need to be communicated with Expedition Lead. Alternative routes or locations may be used after discussion with the Senior Instructor, Operations Manager, or Expedition Lead.
--	---

Set up of activity

If the route needs to change, the Expedition Instructor needs to contact Expedition Lead at the earliest opportunity. If route change is due to a hazard that other Expedition Instructors will need to avoid, Expedition Lead to make contact with them and re-route.

Expedition Instructors should be aware of the need for continuous, dynamic 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(s), or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with the Expedition Lead.

Introduction aims, safety, prior experience, behaviour.

It is the responsibility of the Expedition Instructors to check the following before setting off:

- Team(s) has/have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably packed and fitted to them.
- Participants have medication with them.
- Team(s) has/have adequate water and food.

Expedition Instructors to brief team(s) on the following:

Welfare – Team should set off with adequate food and water for the duration of the walk being undertaken. The Expedition Instructors should stop periodically to do head counts and assess team's' mental and physical wellbeing.

Roads – When directly supervising road crossings, the Expedition Instructor 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.

Water Courses – 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.

Ensure that participants and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet. [Tick awareness A5 leaflet for printing](#)

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

Expedition Instructors to recap on the countryside code and stress to the participants that these need to be followed: [The Countryside Code: advice for countryside visitors - GOV.UK](#)

First Aid/Medical – Expedition Instructors must have first aid kit and ensure team(s) has/have personal medical supplies needed for the walk e.g. inhaler/EpiPen. Expedition Instructors should be aware of location of medication. *If a young person requires an EpiPen, they must bring two with them.*

Emergency procedures – Expedition Instructors to have emergency procedure card with them as well as a fully charged mobile phone. They should also have suitable group shelter.

In the event of late return, phone the Expedition Lead to notify them of progress.

During activity – Issues relating to site specific risk assessment

If the route needs to change, the Expedition Instructor needs to contact Expedition Lead at the earliest opportunity. If route change is due to a hazard that other Expedition Instructors will need to avoid, Expedition Lead to make contact with them and re-route.

Expedition Instructors should be aware of the need for continuous, dynamic 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(s), or your ability to deal with either, do not hesitate to vary the activity. Any changes need to be communicated with the Expedition Lead.

Introduction aims, safety, prior experience, behaviour.

It is the responsibility of the Expedition Instructors to check the following before setting off:

- Team(s) has/have appropriate clothing and footwear for weather, environment, and activity.
- Bags are suitably packed and fitted to them.
- Participants have medication with them.
- Team(s) has/have adequate water and food.

Expedition Instructors to brief team(s) on the following:

Welfare – Team should set off with adequate food and water for the duration of the walk being undertaken. The Expedition Instructors should stop periodically to do head counts and assess team's' mental and physical wellbeing.

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

Water Courses – 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.

Ensure that participants and accompanying adults have been briefed regarding Lyme and Weil's diseases. As per briefing sheet. [Tick awareness A5 leaflet for printing](#)

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

Expedition Instructors to recap on the countryside code and stress to the participants that these need to be followed: [The Countryside Code: advice for countryside visitors - GOV.UK](#)

First Aid/Medical – Expedition Instructors must have first aid kit and ensure team(s) has/have personal medical supplies needed for the walk e.g. inhaler/EpiPen. Expedition Instructors should be aware of location of medication. *If a young person requires an EpiPen, they must bring two with them.*

Emergency procedures – Expedition Instructors to have emergency procedure card with them as well as a fully charged mobile phone. They should also have suitable group shelter.

In the event of late return, phone the Expedition Lead to notify them of progress.

Key safety points during activity

Expedition Instructors should be aware of the need for continuous, dynamic 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.

In the event of late return, phone Expedition Lead to notify them of progress.

After the activity

Expedition Instructors are responsible for:

- Ensuring all kit is returned. Defective equipment to be tagged and logged as defective. Defective equipment to be quarantined on return.

- Attending the debrief. Share any information/learnings gathered through the day e.g. inform other members of staff of any issues on the route.
- Expedition Instructors must complete accident or near miss forms if required and hand to Expedition Lead.
- In the event a tick is found/removed from a participant, the tick awareness sheet is to be provided to the participant and the VGL is to be made aware: [Tick awareness A5 leaflet for printing](#)
- Handing in team medical summaries at the end of expedition/training event.

Expedition Lead is responsible for:

- Debriefing the Expedition Instructors, to share any information/learnings gathered through the day.
- Expedition Lead to ensure there is a clear handover to VGL, unless otherwise agreed.
- Expedition Lead responsible for collecting team summaries in at end of the expedition/training event.
- Ensure that defective kit is quarantined on return to stores.

First Aid Requirements

The Expedition Assessors and Supervisors/ Expedition Instructors are to ensure they have a suitable first aid kit in close proximity for the duration of session or expedition, containing the following items as a minimum. During the session Expedition Assessors and Supervisors/ Expedition Instructors should verify participants first aid kits contain the following contents as a minimum and emergency equipment such as group shelter.

As part of the staff briefing Expedition Assessor and Supervisors/Expedition Instructors to sign on to confirm they have the correct equipment.

Minimum First Aid Kit Requirements		
Expedition Lead	Expedition Assessor and Supervisor	Participants (DofE only)
• HOC casualty card/ serious incident plan process flow • Six individually wrapped sterile adhesive dressings • One large sterile unmedicated wound dressing – approx. 18cm x 18cm • Two triangular bandages • Two safety pins • Individually wrapped moist cleansing wipes • Tough cut scissors • 4 pairs of disposable gloves • 4 packs of burn gels • Face shield • 1 Tick remover	• HOC casualty card/ serious incident plan process flow • Six individually wrapped sterile adhesive dressings • One large sterile unmedicated wound dressing – approx. 18cm x 18cm • Two triangular bandages • Two safety pins • Individually wrapped moist cleansing wipes • 4 pairs of disposable gloves • 2 packs of burn gels • 1 Tick remover	• Assortment of plasters • Sterile wipes • Adhesive /micropore tape • Burns gel sachet • Sterile gloves • Medium bandage • Triangle bandage • Own medication

Due to the variety of first aid training and providers, it is acknowledged that some expedition staff, participants and VGLs may choose to carry additional first aid equipment. Examples include flexible emergency splints or pocket face masks. It remains the responsibility of the individual to ensure any additional equipment is appropriate for their level of training and in serviceable condition.

Before administering paracetamol or ibuprofen the Expedition Lead for opens, VGLs for all other DofE and other delivery must check that the participants parent/guardian has ticked the appropriate permission box on the medical form. They must also complete the following form.

[26 First Aid & Administration of Medicine Form.docx](#)

Appendix

Expedition Lead Briefing Pack

[00 Expedition Lead Pack Documents List.docx](#)

[01 Expedition Lead Pack Front Cover.docx](#)

[02 Expedition Summary.docx](#)

[03 Expedition Lead Briefing Card.docx](#)

[04 Team Mobile Numbers.docx](#)

[05 Participant Medical Summaries Cover Sheet.docx](#)

[06 DofE Medical & Dietary Form - Dec 2025.xlsx](#)

[06 LOT Medical & Dietary Form - Dec 2025.xlsx](#)

[07 Staff Medical Summaries Cover Sheet.docx](#)

[08 Medical form for staff.docx](#)

[09 Emergency Guidance Document Cover Sheet.docx](#)

[10 Missing-Late Procedures.docx](#)

[11 Expedition Instructor Emergency Procedures.docx](#)

[12 Team Emergency Procedure Cards.docx](#)

[13 Incident Procedures.docx](#)

[14 HOC - Accident & Incident Form Wording Guidance.docx](#)

[15 HOC - Accident & Incident Form.docx](#)

[16 A4 Casualty Monitoring Sheet.docx](#)

[17 Hospital Information.doc](#)

[18 Safeguarding Reporting Procedure.docx](#)

[19 Risk Assessments etc. Cover Sheet.docx](#)

[20 Risk Assessments.docx](#)

[21 Lone Working Protocol.docx](#)

[22 2025-2026 Hampshire County Council Liability Confirmation of Cover Letter.pdf](#)

[23 HTM Vehicle Accident Reporting Form.pdf](#)

[24 Expedition-Aim-and-Requirements.pdf](#)

[25 LOT Base Contact Protocol SOP.docx](#)

26 First Aid & Administration of Medicine Form.docx

Expedition Assessor and Supervisor Briefing Pack

00 Expedition Assessor and Supervisor Pack Document List.docx

01 Expedition Assessors and Supervisor Pack - Cover Sheet.docx

02 Expedition Assessor and Supervisor Briefing Checklist.docx

03 A4 Checkpoint Card.docx

04 Missing-Late Procedures.docx

05 Expedition Instructor Emergency Procedures.docx

06 A4 Casualty Monitoring Sheet.docx

07 HOC - Accident & Incident Form Wording Guidance.docx

08 HOC - Accident & Incident Form.docx

09 Safeguarding Reporting Procedure.docx

10 Dynamic Risk Assessments.docx

11 Expedition-Aim-and-Requirements.pdf

Participants Card

Team Emergency Procedure Cards

First aid Sign on sheet

First Aid Sign Compliance.docx