

Expedition Lead Briefing Card

Staff welcome brief

Leading a Learning Outdoors expedition requires you to brief the Expedition Assessor and Supervisors and the Lead / Visiting Group Leaders (Lead / VGLs). Please cover the below points as a minimum:

- Welcome. Introduce yourself and others.
- Explain the routes and any key points that require direct supervision. See enclosed LOT Operating Procedures extract.
- Gain staff mobile numbers. Set up a WhatsApp Comms group.
- Handout out Expedition Assessor and Supervisor Packs.
- Ensure all staff share checkpoint updates via the WhatsApp Comms group and update Checkpoint Card as Teams move through. All staff to notify the Expedition Lead when all Teams have been through their checkpoint. Expedition Lead will close the checkpoint.
- Ensure all staff have a suitable first aid kit and if required, emergency equipment (group shelter) on their person.
- Ensure all staff know where they need to be to meet the participants.
- Ask the Lead VGL if they would like to provide a brief on the participants medical information. Encourage staff to take notes on members of their team.
- Handout the LOT Medical & Dietary Team forms to the relevant Expedition Assessor and Supervisors.
- Ensure all staff stop periodically to do head counts and assess team's' mental and physical wellbeing.
- Ensure all staff know to contact yourself in the first instance, if there is a problem.
- Handout 'Team Emergency Procedure Cards' to all Expedition Assessor and Supervisors. These are to be passed on to their Team(s).
- Ensure all staff have been briefed on ticks, Lyme and Weil's diseases.
- Agree a mobile phone policy for participants. All staff must be consistent.
- Make staff aware of the first aid and incident form, Serious Incident Procedure Folder and Campsite fire extinguisher.
- Hand out any group kit.

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.



- Give staff the opportunity to ask any questions and finish off positively wishing all a good expedition.
- Inform VGLs where they will need to be to be most helpful. They must be in a location close by with phone signal.

Expedition Supervisor and Assessor briefing upon arrival to campsite:

- Discuss any issue raised on expedition.
- Indicate the following:
 - Where facilities are located.
 - Fire muster point.
 - Dedicated smoking/vaping area.
 - Where participant and staff tent areas will be.
- Support Team in setting up tents and sleeping systems.
- Provide Team with a health and hygiene brief before cooking commences. Wash hands prior to handling food. Wash self before bed.
- Cooking is to be supervised to ensure safe use of stoves. Stoves must be used on a suitable surface. No open toed footwear and hair must be tied back when cooking.
- Conduct a visual check of all stove burners prior to use; valves, burner, hose and crimped connections.
- Ensure participants cook and eat a meal and have something to drink.

Participant briefing upon arrival to campsite:

- Congratulate all participants for getting this far.
- Discuss any issue raised on expedition.
- Indicate the following:
 - Where facilities are located.
 - Fire muster point.
 - Dedicated smoking/vaping area.
 - Where participant and staff tent areas will be.
- Set an 'in tents by' time and no running between the tents.
- Reminder that tents are not made from bricks and sound travels far and wide.
- Set a no noise time.
- Set up an out of bounds area.
- No participants of mixed sex to be going in and out of tents. The only people allowed in the tents are the people sleeping in them. If this rule is broken, participants will be sent home.
- No participants out of tents before [set time] unless for the toilet.

- Inform that all their kit and equipment must be inside the tents. No kit or equipment is to be left outside overnight.
- Show them where the designated Lead VGL tent is in case they have an emergency in the night.

Expedition Supervisor and Assessor briefing upon leaving the campsite:

- Welfare check on Expedition Supervisor and Assessors.
- Litter sweep of areas used to be conducted before any Team moves out.
- Explain the routes and any key points that require direct supervision. See LOT Operating Procedures extract on page 3.
- Cooking stoves to be checked before they are handed back in. They need to be returned clean and dry. Gas can be handed back in.
- 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.

Participant briefing upon leaving the campsite:

- Welfare check.
- Conduct litter sweep before any Teams move out.
- Cover off any other points to note.

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.



Insert - The Countryside Code



Insert - Tick, Lyme and Weil's diseases