

Standard Operating Procedure Expedition - Overnight

Activity Name	Expedition (Overnight)	Ratio	1: 8
Instructor Requirements	Be signed off on DOE competency	Cell	No
Client Requirements	Be year 7 or older and be reasonably fit	Age	Year 7+
Emergency Response	InReach or Satellite phone	Flash	16
Emergency Equipment	Cell phone + InReach/Satellite phone + first aid kit		
Technical Expert	Jackson Jessop and Natasha Mills		
Activity Policies	<ul style="list-style-type: none"> • Instructor is to adhere to all safety procedures and take all practicable steps to manage all hazards • Ensure adequate group management (as outlined in the instructor rubric) • Follow procedures outlined in the DOE Handbook on policies for gear, food, route planning and navigational requirements • Instructor positioning should change in different circumstances (differing participant abilities, weather conditions and time constraints) to ensure safety of all participants • Adhere to the leave no trace principles • Complete an offsite activity form before leaving • Instructor is to visually check that all participants have appropriate gear before leaving base • Instructors to 'check in' at every checkpoint using either the Inreach or Satellite phone • Group is to stay on an approved route • Instructors to have a first aid kit available. Instructors are required to continually identify and manage hazards during the activity • Ensure that all gear is accounted for, cleaned, signed in and out and stored appropriately 		
Clothing and Equipment	ACTIVITY <ul style="list-style-type: none"> • N/A 	INSTRUCTOR <ul style="list-style-type: none"> • Appropriate clothing for tramping • Water bottle • Backpack • Close toed footwear • Emergency equipment • Emergency shelter 	PARTICIPANT <ul style="list-style-type: none"> • See DOE handbook

Hazard	Risk (red = significant)	Management of Hazard
Weather	Hypothermia Hyperthermia Discomfort	<ul style="list-style-type: none"> • Weather forecast is known by instructors prior to the activity starting • All participants are dressed appropriate for the weather conditions • Ensure all participants are prepared with appropriate clothing • Activity is cancelled if deemed unsafe due to changeable weather conditions or route selection changes to a more suitable one
Medical Emergency	Death	<ul style="list-style-type: none"> • Instructor to be familiar with participant medical conditions, carry all medical notes pertaining to their participants medical requirements and discuss and ensure information is tagged to right person before activities commencing • Instructor to carry first aid kit • Instructor to carry a INREACH or Satellite phone to contact the Duty Manager if required • Participant medication is to be carried by participant or adult supervisor • Staff to hold current first aid certificate

Vehicle incident	Injuries or death due to sudden vehicle stop	<ul style="list-style-type: none"> • Ensure all students are wearing seatbelts • Ensure vehicles/trailers are fit and safe for purpose • Obey road rules & drive defensively • Ensure are well rested before driving • Aware of road conditions & reduce speed accordingly • Ensure not distracted while driving by technology/texts/phone calls, unruly passengers
<p>Fire</p> <ul style="list-style-type: none"> - Combustibles catch fire - Stove knocked over - Inattention, distraction, misbehaviour around stove / fire - Winds blow sparks <p>Stove / fire / bbq not extinguished properly</p>	Injury / burns / environmental emergency	<ul style="list-style-type: none"> • Check fire risk, fire restrictions & ensure have appropriate permission • Identify high risk areas and conditions (dry vegetation, wind etc) and manage accordingly • Careful use of potential fire sources – e.g. cookers • Place cookers on non-combustible surface &/or use cooking tray (m) • Provide safety brief – including consequences of distraction & misbehaviour around cooker/fire, & provide clear ‘rules’ & boundaries • Advise/show participants how to set up cooking area • Provide direct supervision while cooker/fire alight • Instruct & supervise participants when using stoves and handling hot food/water • Immediately extinguish fire/cooker if wind too strong • Keep spare fuel, and refill extinguished stoves, away from naked flame <p>Campfires, if permitted:</p> <ul style="list-style-type: none"> • Check & clear site of nearby, overhanging vegetation • Preferably use designated fireplaces • Ensure actual & likely wind strength & direction ok • Ensure no accelerants added to fire
Tree Fall	Serious injury or death	<ul style="list-style-type: none"> • Look up - Check for dead, overhanging &/or large trees & branches • Consider camping 2 tree lengths from suspect trees • Check weather forecast for high winds
Group separation / wonders off / doesn't know how to return to site	Missing person	<ul style="list-style-type: none"> • Instructor to ensure group stays within reasonable distance from each other • Obvious catchment points are set up so that any participants walking ahead knows where to stop and wait • If there are any doubts of participant ability to follow instructions, group is to stay together and behind instructor • Clear guidelines around behaviour - 2 at all times • Provide (and possibly mark) clear boundaries • Method of, and regular, accounting for everyone (buddy up / number off ect.)
Steep, slippery or otherwise hazardous track	Significant falls leading to a severe injury	<ul style="list-style-type: none"> • Footwear appropriate for the type of trip terrain – support, grip, tread • Plan route to avoid terrain, staying on the track/ route • Good management of cliff edges, landslips, i.e., no closer than 3 m or 1 at a time across a slip • Instruction on how to descent on steep, loose, slippery terrain
Flooded rivers, river crossings, lack of swimming ability or supervision	Drowning	<ul style="list-style-type: none"> • Plan trips to avoid river crossings • Leader suitably experienced, trained, competent, in river crossing techniques • Supervision of any activities in or around water (eg. Participants swimming at campsite)
Fireplace, litter, damage to trees/plants, toileting, upset public or wildlife	Environmental damage	<ul style="list-style-type: none"> • Plan and prepare (packaging etc.) • Travel and camp on durable ground • Dispose of waste properly • Leave what you find • Minimise effects of fire (safe fire lighting, Leave No Trace fires) • Respect wildlife and farm animals

		<ul style="list-style-type: none"> • Respect other users - e.g. noise 					
Poor hygiene, food or water quality	Illness - diarrhoea and vomiting	<ul style="list-style-type: none"> • Ensure food hygiene (including storage), toileting hygiene (hand washing) and water hygiene (safe to drink, how do you know, how do you treat) regimes clear and followed 					
Fatigue	Dehydration Hunger Lack of fitness for trip	<ul style="list-style-type: none"> • Plan an appropriate trip for everyone in the group • Participants will be reminded to consume both drink and food for the duration of the trip • Instructor to monitor participants if they are showing signs of fatigue • Have regular breaks – monitoring participants that they are eating and drinking 					
Approved by:	Robyn Waldrom	Date:	08/08/2024	Review in:	12 months from date	Signed:	Robyn Waldrom

Document history and version control			
Version	Date Approved	Approved by	Description
1.0	05 September 2019	Russ Jacobi	New SOP
2.0	23/02/2024	Bob Maxwell	Reviewed and updated
2.1	8 August 2024	Robyn Waldrom	- Change Ratios 1:8