



THE DUKE OF  
EDINBURGH'S AWARD  
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**WESTHILL OPEN AWARD GROUP  
SUPERVISORS CHECKLIST**

SUPERVISOR \_\_\_\_\_  
TEAM \_\_\_\_\_

<b>In the Classroom</b>	✓
Read, discuss, reach an understanding and tick each item on the Expedition Safety Card	
Review health and fitness of participants and any medical concerns <b>while respecting confidentiality</b>	
Check availability and distribution of equipment against kit list (keep <b>under 25%</b> of body weight)	
Agree tent and stove sharing arrangements	
Review route cards and maps ensuring awareness of timing, emergency escape routes and procedures	
Review Scottish Outdoor Access and Countryside Codes covering leave no trace, wild camping, noise, wildlife and toilet hygiene	
Review aim of expedition preparation and reporting requirements	
Check travel arrangements to and from start and finish points - need to inform Base Contact of any delays	

<b>On Day of Expedition</b> (keep at least 30 minutes between teams)	✓
Conduct roll call and check health and fitness of each team member	
Check availability and distribution of key equipment: OS and route maps; route cards; compasses; personal medication; first aid kit; expedition safety card; mobile phones (fully charged, topped up, emergency contacts stored); whistle; stove; fuel; lighter or matches; food and drink; boots; waterproof jacket and trousers; survival bag; tent; sleeping bags; sun lotion; midge repellent; torch and batteries	
Discuss implications of weather forecast	
Use Expedition Safety Card to check awareness of emergency procedures	
Check for any route issues or concerns - remind about need to keep to time/advise Supervisor of delays	
Check prepared for aim of expedition	
Remind about hygiene - food, water, hand and toilet	
Remind about need to eat, drink, rest and be aware of affect on each member of the team	
Remind about Outdoor Access and Countryside Codes (leave no trace, gates, animals, crops)	
Remind that we have a policy of NO fires and NO swimming and NO mixed sex tents	

<b>On completion of Expedition</b> (each leader to keep Base Contact informed of actual/expected finish times - if mobile phone reception is not available, radio another leader who has reception to contact Base)	✓
Conduct roll call	
Check health of each team member and advise follow up for any health concerns e.g. ticks, bites, stings, blisters, sunburn	
De-brief and collect maps, map cases, compasses - remind team to return dry, clean kit by agreed date	
Leaders and participants to delete Supervisor and Base Contact numbers from phones	
Leaders supervise team until all members collected	
Leaders meet at agreed rendezvous point to check all teams have completed before leaving area	

<b>Base Contact</b>		
<b>Expedition Co-ordinator</b>		<b>Other contacts e.g. Assessor, Campsite</b>
<b>Notes</b>		