

BXM Expeditions Statement

BXM Expeditions was founded to make the outdoors more accessible for all, both financially and logistically. DofE is something that BXM is passionate about as a company and aims to provide, safe, professional expeditions. Offering Bronze, Silver and Gold at a variety of places all over the UK.

AALA Licence

BXM Expeditions is Licensed by the Adventurous Activities Licensing Service (part of the HSE) to carry out Hill Walking and Mountaineering

Licence No: L13655/R2047 **Expiry Date:** 10/08/2020

DofE AAP

BXM Expeditions is an Approved Activity Provider by the Duke of Edinburgh's Award. We work closely with DofE at Windsor to ensure that our programmes and procedures meet their standards. We always try to excel these and our training framework reflects this. We do however, do many things differently to other AAP's and from the 'traditional' ways of doing things. These have all been approved by Windsor Head office. Staff must have strong DofE knowledge and preferably experience or even completed the Supervisors course. We also acknowledge staff that are Accredited Assessors. The founder of BXM was previously a DofE coordinator and then Manager at two schools. Creating one of the largest centres in the south west in just 18 months.

Insurance

We are insured by Activities Industry Mutual (AIM) Public and products liability up to £5,000,000 Employer's liability up to £10,000,000.

BXM Expeditions recognizes that hill walking is an activity with a danger of personal injury or death. Participants should be aware of and accept these risks and be responsible for their own actions and involvement. It is only through negligence or misconduct as a result of a BXM Expeditions Ltd instructor that a claim can be launched against BXM Expeditions Ltd. Injury sustained as a result of a participant's direct actions, a claim cannot be lodged against BXM Expeditions Ltd. BXM Expeditions Ltd takes all reasonable cautions to minimise these inherent risks set out in BXM Expeditions procedures.

Inherent Risks involved with The Duke Of Edinburgh's Award Expedition:

Inherent Risk	Who is at risk?	Control Measure to reduce risk	Participant / parent or Guardian responsibilities
Illness or Injury	Participants	Area's are checked by BXM for hazards. Participants are directly supervised during their training and practice walks to be shown how to protect themselves from injury on steep ground.	Act in a responsible manner when being remotely supervised to avoid injury while walking. If beginning to feel unwell speak to instructor team right away.
Getting Lost	Participants	Participants are only to be remotely supervised when	Participants are to pay attention to their instructors

		the BXM instructor team feel they are confident and capable navigators. They will walk with participants during their training and practice expeditions to ensure they are given the correct knowledge to reach this level of capability. Emergency contact numbers written on maps and wristbands to use if they get lost.	during training and remain focused during remote supervision in order to minimise the chance of getting lost. Participants to remember their emergency procedures if they do become lost. Contact the BXM instructor team or BXM office through the numbers given and to remain calm in this situation.
High Winds	Participants	Instructors to check weather forecasts and alter routes to ensure teams are not walking up high or along ridges where they will be affected by these winds. BXM will always air on the side of caution. Instructors will directly supervise teams during times of high winds if they feel it is necessary.	Act in a responsible manner when being remotely supervised. If they feel the wind is too strong they're to stop and contact the BXM team.
High Temperatures	Participants	BXM to check weather forecasts and participants clothing to ensure they are suitably equipped. Participants water will also be checked to ensure they have the correct amount. BXM staff will also carry excess water to give to participants should the need arise. DofE training framework followed.	Participants and Parents are to check the weather prior to departure and ensure at least two litres of water is carried. Three litres of water when temperatures of over 15 Degrees Celsius forecast. Appropriate levels of sun cream and after sun to be carried by participants as well as sun hats. Seek shade when appropriate, following the training given by BXM staff.
Low Temperatures & Rain leading to hypothermia	Participants	BXM to check weather forecasts and participants clothing to ensure they are suitably equipped. BXM Staff will have spare warm clothes. Participants will carry a tent (emergency shelter) and gas stoves (make hot drinks) to use in order to warm themselves up. DofE training framework followed.	Sufficient clothing to be packed by participants as well as a sufficient sleeping for the expedition (3 season minimum comfort temperature of 0 Degrees Celsius)
Slip or fall on an incline	Participants	The route travels along paths. Some routes (gold and silver) may require direct supervision at times if they feel the group need this. BXM Leaders to complete dynamic risk assessments of	Act in a responsible manner when being remotely supervised to avoid injury while walking.

		paths / the route at all times.	
Injury on campsite	Participants	BXM instructors to brief all participants on safety at the campsite and behaviour expectations. Those not following these procedures will be sent home. BXM instructors to camp on the same campsite during Bronze and Silver expeditions. Gold participants that are wild camping will be given specific training on this. When staff are not camping with Gold participants they will be given specific procedures on where to find help.	Participants to follow the procedures and expectations set by instructors. Footwear is worn at all times. Participants to follow procedures to get help should this be needed. At all levels instructors should be contacted in the first instance.
Bites and stings	Participants	Participants given training on bites and stings including how to treat these. Instructors will have spray or cream to treat bites. Instructors to be vigilant and speak with participants each day to see if they have been affected by any bites or stings.	Participants to be aware of their surroundings to avoid bites and stings. They should check their bodies at the end of each day to check if they have come into contact with anything that has bit them or stung them during the day and report this to an instructor right away.

Infectious Diseases

Pre-Expedition

- Leaders and Participants are not to attend the expedition if they have shown symptoms of coronavirus less than 14 days before the expedition start date. All have completed a declaration to state they understand this.
- All instructors will be given an induction working in a coronavirus secure workplace ensuring they know and understand the new procedures in place.
- Prior to shared expedition equipment leaving the warehouse for an expedition such equipment will be isolated for 72 hours to ensure it is not contaminated.
- BXM Management are to agree with participating schools tent requirements when participants are participating in a full camping expedition. BXM tents allow for a social distance of 1m+ when occupied by 2 persons. Where agreed prior participants will be able to have one tent per person.

During Expedition

- "Expedition Bubbles" are to be formed. An expedition bubble will consist of 2 groups which will be a maximum of 12 students although in some circumstances this could be increased to 12.
- If a leader begins to show symptoms of coronavirus during the expedition. The rest of their "Expedition bubble" will also return home to self-isolate.
- If a participant begins to show symptoms of coronavirus during the expedition they will be isolated sensitively, to ensure their mental health is protected, where their condition is monitored until their parents are able to collect them. The rest of their "Expedition bubble" will also return home to self-isolate.
- BXM will provide black bags for tents to place into for transportation between campsites during expeditions
- Participants will be in walking groups of 5. Each person will need to be at least 1m apart. During time at the campsite students are to camp within their expedition bubble and not mix with other bubbles on the expedition.

- BXM tents allow for a social distance of 1m+ when occupied by 2 persons. All participants will be reminded of social distancing measures. Where participants show lack of respect for these guidelines they will be asked to be collected by their parents to protect the safety of others.
- Face coverings are compulsory to wear at times when interacting at a social distance of 1m+ outside of “Expedition Bubbles” this will only apply to instructors and when using shared campsite facilities. Or when administering First Aid when social distancing is not possible.
- All Participants and leaders are to social distance at all times. (at least 1M)
- All participants & instructors are to bring their own personal hand sanitiser to the expedition to ensure hand cleansing can be done regularly. If a participant does not bring hand sanitiser they will be unable to attend the expedition.

Post Expedition

- All kit returned back to the warehouse after an expedition is to be Isolated for 72 hours before being checked ready for the next expedition where it shall then be isolated prior to returning to expedition service.
- If participants or instructors begin to display symptoms after the expeditions, they are to notify BXM expeditions as soon as possible. BXM will then contact anyone that has been in contact with them.

Technical Advisor

Pete Goldsmith (MIC) is the technical advisor for BXM Expeditions. His qualifications include MIA, IML, ML (winter). He runs ML courses twice a year and we take crucial advice regarding staff and risk assessments. Pete is very experienced with The DofE award.

Instructors and Leaders

All staff (including instructors) for BXM Expeditions have been interviewed and ‘seen in action’ by BXM senior instructors or Pete Goldsmith. They must provide their certificate of NGB qualification and must only ever work within their remit. They must also provide evidence of their own CRB/DBS clearance as well as an up to date First Aid certificate. As well as any other relevant paperwork – DofE Assessors etc.

Instructors must provide their own personal kit, food and first aid equipment. Leaders should bring a map of the area they are working in. They are welcome to use BXM spares if they are available.

Instructors must sign a ‘Leaders Contract’ with BXM Expeditions and must take charge of BXM Equipment and relevant paperwork for the expedition as per the procedures in this document.

BXM will do everything they can to ensure that a brief is sent to all instructors on an expedition 10 days in advance.

BXM takes responsibility for issuing relevant policies and procedures along with Risk Assessments and medical information for individuals, however, Instructors and Leaders must take responsibility for making themselves familiar with this information and returning it safely to BXM (without making copies). This may mean meeting at the expedition start point early to do so.

Mobile Phones:

Please see mobile phone use policy.

Operating Procedures

Pre Expedition

- Following initial engagement with the school or organisation, BXM will build a positive working relationship with the assigned DofE coordinator/manager. This link person is imperative to efficient school expeditions.
- All expeditions will be tailored for schools or organisations. BXM will authorise all bespoke packages following consultations.
- Risk Assessments of the area chosen will be carried out by BXM or a designated experienced instructor, and approved by Pete Goldsmith – Technical Advisors (PG).
- Open Expeditions contact will be between BXM and the participant and their parents or guardians via the school– areas will be pre-chosen and risk assessed.
- All participants will be emailed basic expedition YouTube links, a kit-list, food advice sheet and medical/consent forms or directed to the website where it is all available.
- BXM Expeditions must receive a completed consent form and medical disclosure for each participant prior to the expedition. This must be signed by the participant and their parent or guardian if they are under 18. (There must always be an available nominated person available for each individual on Open Expeditions).
- Full payment should be made four weeks prior to departure, deposits should be made on booking. Booking prices will be agreed with the assigned school or organisation. (60% for Open expeditions).
- Instructors will be assigned to expedition groups, normally 1:10 ratio. Trainee leaders can be used in addition to this and will take instruction from the instructors. BXM does have Senior Instructors who are indicated on the brief. Where possible, instructors and leaders will be assigned for linked expeditions (i.e. Practice and qualifying expeditions with the same organisations or schools) and given all appropriate paperwork. This is crucial for sustaining relationships although not always possible.
- BXM will supply appropriate, Maps, Tents, Gas, vango folding stoves and camp fees. Participants will be trained to use these effectively by instructors. BXM is very clear they do NOT provide compasses OR mess tins.
- Training is done on an individual basis and instructors are responsible for ensuring groups are competent. Instructors must contact the BXM if they are in doubt or unsure.

During Expedition

- A Senior Instructor or the lead instructor will have a copy of all participants' paperwork, routes and risk assessments.
- Instructors will always facilitate a formal and professional welcome where expectations should be clearly set out and emergency procedures should be re-emphasised. This should also be emphasised by instructors to their individual groups to re-affirm this.
- A full equipment check will take place and instructors will be vigilant to the essentials, waterproofs, sleeping bags, warm clothes, appropriate rucksacks and waterproof liners.
- Instructors working on the expedition are to carry out an ongoing risk assessment; constant monitoring throughout the expedition, assessing variable hazards such as changing weather, ability and morale of the group.
- Instructors will work within the remit of their qualifications; trainee leaders are to be respected for their ability but should not be left to deal with difficult situations on their own.
- Instructors will make decisions about the level of remote supervision based on the competency of the groups. Some decisions should go through the Senior Instructor.
- Instructors should not have to be in charge of more than 2 groups. The DofE guidelines state that groups must be between 4 and 7. BXM encourage groups of 6 and possibly 7.
- Instructors are able to make their own decisions as to whether to walk, cycle and use cars for remote supervision.
- Ratios can be increased if the weather, ability of the group or even location requires. BXM will adapt to suit these conditions, however, BXM rely on Instructors to pass on information where necessary.
- There will always be at least one vehicle available on all expeditions. (Due to CPC guidelines, BXM will not provide a minibus, although schools will be advised to use their transport where possible).
- The Senior Instructor will contact BXM daily when all groups are in. This may mean driving to a pay phone or area of phone signal.
- The Instructor will phone the 0800 433 2963 number should the groups be 2 hours late to camp / finish OR if it gets dark. This does not need to be done if the situation is being managed. However, if no phone call is not made then this should be included in the write up of the expedition.
- Emergency procedures to be followed where appropriate.
- A leader should never be asked to supervise more than 2 groups and would never be expected to supervise two groups that were on separate routes with an unreasonable distance between them.

- Each leader should know where their group is every 90 minutes at a maximum, either by sight, interaction, speaking to other leaders or making contact via phone (This can be extended to 2 hours at Gold level). If the leader has not heard from their group then the senior instructor should be contacted.

Each Expedition will receive the following as a minimum:

1. Tape
4. Hi-vis vests
5. Nail Varnish Remover

Campsite conduct

- No group should light a stove on their first night of practice without having it checked by an instructor.
- On the first night of any practice, groups should be supported with putting up tents, checking the following, correct peg use, positioning, safe and careful use of the tents in general.
- There should be NO running.
- Noise levels should be kept reasonable.
- Students should be given a 30 minute warning before they are in tents for sleep.
- No mixed genders in tents (even if they are just socialising).
- Phones should not be used by participants at camp.

Start of expedition

- All groups should be briefed efficiently and always go through
 - Road safety
 - Emergency procedures
 - Appropriate kit, including footwear and waterproofs
 - Bags should be lined
 - Any allergies should be discussed between the group.

End of expedition

- All participants should be signed out with a note of who they go home with.
- A brief report on each group for practice should be completed
- Participants should take their own rubbish home.
- Check in stoves.
- Participants will be billed if any equipment has been broken through reckless use.

Tents:

- All poles should be checked for breakages.
- Each tent should have 10 straight pegs, bent pegs should be handed back in.
- Instructors are responsible for taking note of how many stoves and gas are used by each group.
- All inners should be emptied of litter before being put away
- All breakages should be reported to the senior instructor. Tape should be wrapped round the tent with a note of what is broken. This should be initialled by the instructor who has checked it.
- An attempt to dry tents should always be made, if the weather allows, there should be no wet tents returning to BXM. If some are dried but others not tape should be wrapped round the tents that are not dry and initialled by the instructor.
- DO NOT TAKE THE PARTICIPANTS WORD FOR TENTS BEING DRY OR COMPLETE. INSTRUCTORS MUST CHECK THEIR OWN GROUPS TENTS.

School staff specific

- BXM will run not rely on school staff to attend an expedition but it will be agreed they have an on call member of staff.
- Schools may or may not provide a minibus with driver. This is not to be expected by instructors.
- Please see school staff role document.

Post Expedition

- All schools or participants are encouraged to provide feedback.
- Instructors or trainee leaders will de-brief the expedition prior to departure.
- Expedition reports are to be filled out by all instructors using the BXM Hub.
- The senior instructor will notify the BXM Office will be made aware the expedition has finished as well as details of any incidents / accidents / things to report at their earliest opportunity.
- All BXM equipment to be returned to BXM as agreed.

Emergency Procedures

Please refer to the BXM Expeditions emergency procedures.

Child Protection Policy

Please see BXM Child Protection Policy

Equal Opportunities Policy

Please see BXM Child Protection Policy

Confidentiality Policy

Please see BXM Confidentiality Policy