

BOLTON SCHOOL
STANDARD OPERATING PROCEDURE

Activity	OVERNIGHT EXPEDITION AND CAMP COOKING
Introduction	Standard operating procedure and risk assessment for undertaking Overnight Expeditions and Trangia's with groups from Bolton School.
Instructor minimum competency	Instructor Summer mountain leader or current statement of competence. Assistant instructor Statement of competence to assist
Normal ratios	1:14 Assistant instructor +4
Safety equipment (instructors)	<ul style="list-style-type: none"> • First Aid Kit, including burns gel • Phone • Torch plus spare or batteries <p>Instructors should give consideration to:</p> <ul style="list-style-type: none"> • Tent repair kit • Bush craft equipment if appropriate and signed off to lead
Safety equipment (participants)	<ul style="list-style-type: none"> • Sleeping mat • Appropriate shelter (bivvy bag, tent, tepee, tarp etc.) • Spare clothes, appropriate for conditions • Enough fuel to boil water or purification system, ie filter. • Torches, 1 per tent group • Ensure trangias are in good working order, with grabber handle
General safety procedures	<ul style="list-style-type: none"> • Instructor should ensure that the camp site they use has designate boundaries, a fuel dump 3 meters away from tent, a cooking area and a sanitation area (two if group has both sexes) and that the instructor tents location is known to the group. • All food waste must be disposed of back at the base in an appropriate waste disposal location. • Instructors should check that trangia's are in good working order prior to use, are clean before and after use. • Prior to use groups should be briefed on the use of trangias. This briefing must include fuel transportation and storage, stove setting and assemble, fuelling, lighting and putting out of the stove as well as outlining control measure for moving around trangias, (never stepping over)as well as the importance of always using the grabber handle when stove has been on. • Fuelling stoves, carry cold burner to fuel dump and fill, return to stove and light under supervision for the first time. To refill, leave until able to hold burner in hand this means that it is cool enough to refill, carry back to fuel dump and repeat. • If using double burner stoves then they must be placed on the floor away from the entrance and the exit to prevent knocks and spills. • Ensure that the gas supply is connected properly and turned off when not in use. (have spanner available to tighten connection) • Use a suitable lighter or matches to prevent burnt fingers and make sure all users wear heat resistant gloves when moving pots and pans on the double burner. • Choose a suitable route for the group so that they have the energy and time to walk but also set up camp and cook safely.

End of session

- Clean kit and return to store
- Report and damaged kit
- Report any accidents