



Scouts 

Staff Team Meeting

Sunday 09 March 2025

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Introductions Richard Williams

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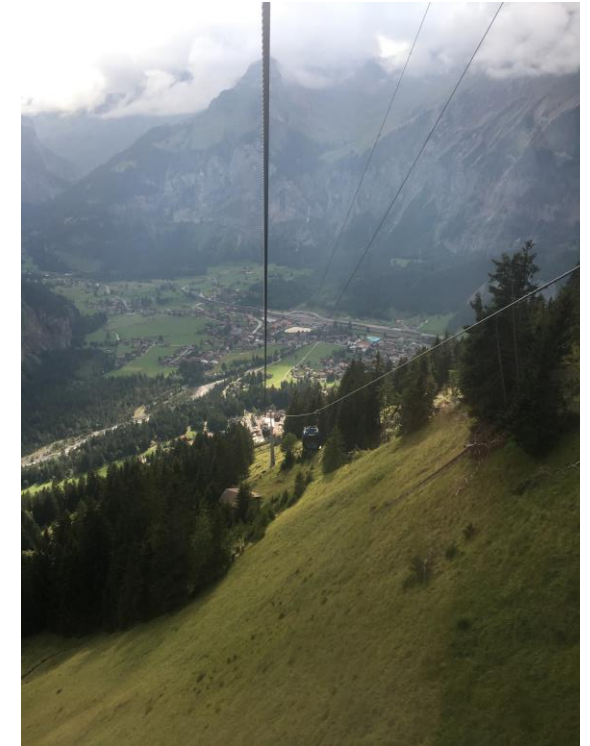


What we will see and hear about today

- Welcome & Introductions
- Safety
- Travel
- Food and staff catering
- Staff activities
- Site Operations
- Admin and Finance
- Future meetings
- Questions
- Breakout session

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Scouts 





Scouts 



The Plans are coming together well... but there is still much to do...



Key Issues that we're still working on:

- Lorry transport locations and timings
- Customs reporting
- Camp Site allocations
- KISC arrival & departure processes

Things that are on track and progressing:

Food planning, Merchandise, RA production, Team Recruitment, People Transport

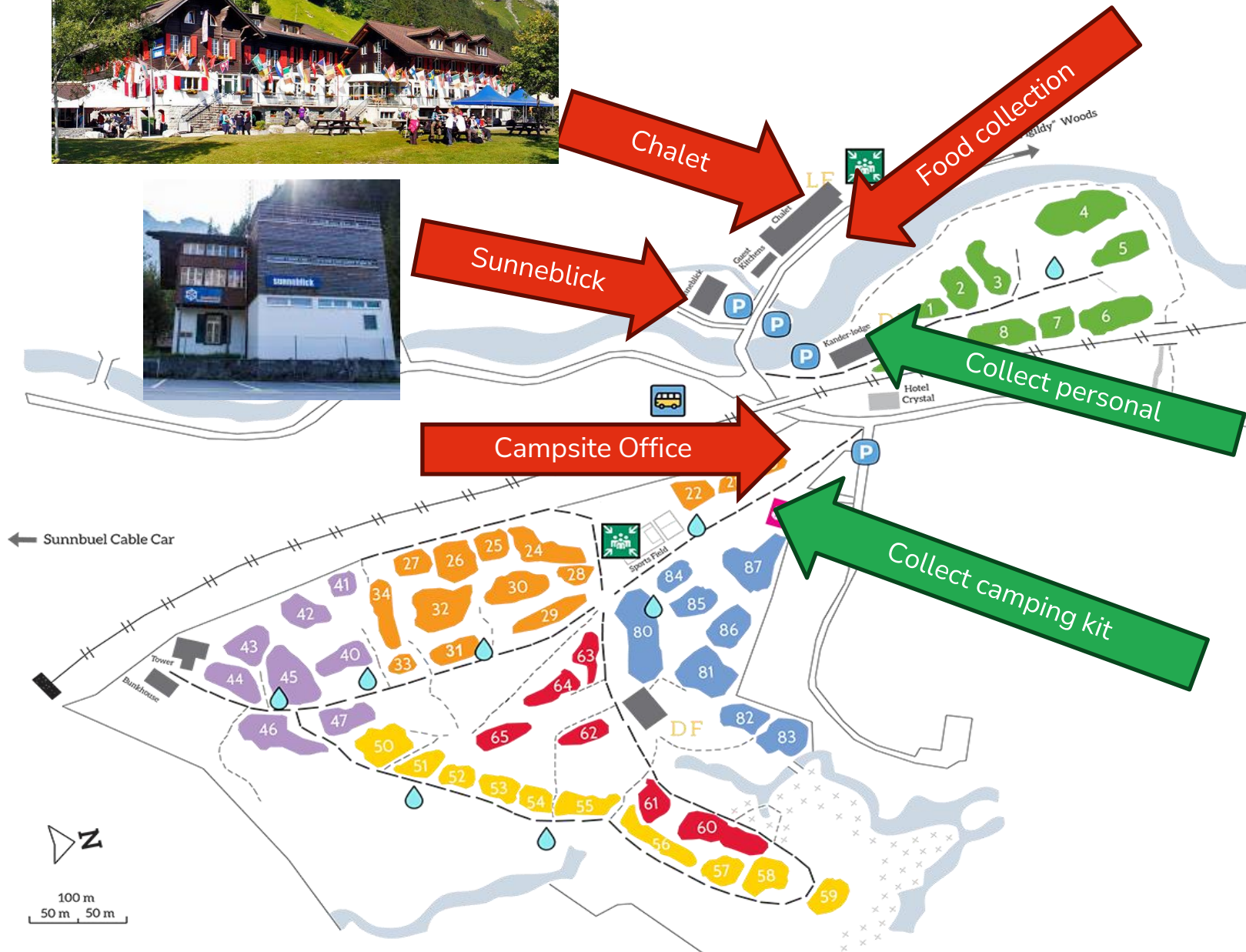
Things we are getting to the point on:

- Some Mountain Activity rules have been tightened up – Geoff
- We need to tell you some the detail of our Event Safety Management Plan - Nigel
- It may sound a bit heavy – **don't panic**

A couple of polite requests:

- Do your Mandatory Training now, don't wait until the last minute
- Reply to emails efficiently
- Send payments to David when they're due
- Be sure to follow the KISC Code of Conduct
- Be nice to participants and each other







Safety Nigel Coopey and Terry Kingham

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Risk Management approach



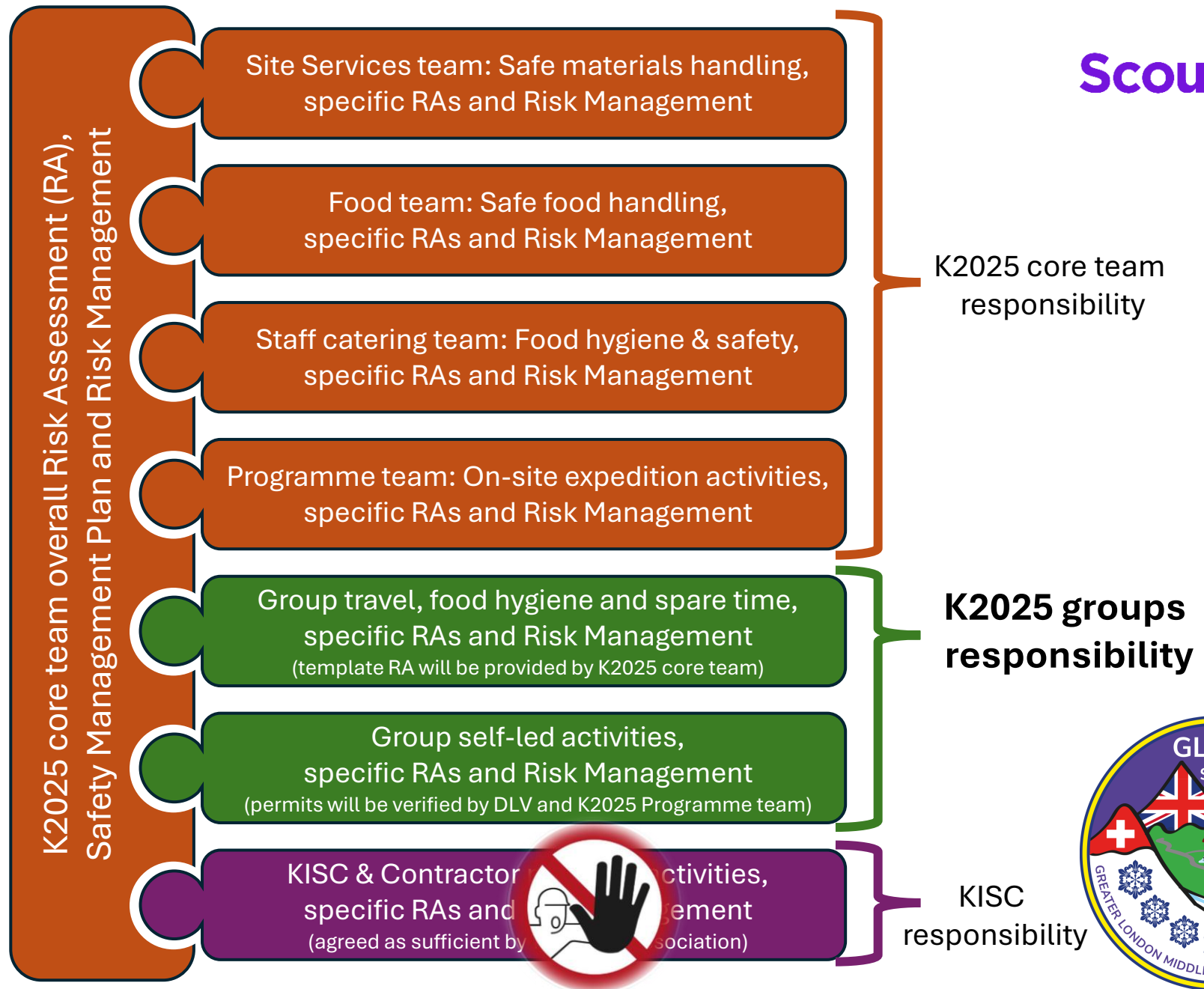
K2025 core team overall Risk Assessment (RA),
Safety Management Plan and Risk Management

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Risk Management approach

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Safety matters related to staff



- ✓ **Check in and out**
 - ✓ Whenever you leave the site, always check out and then back in at our Help Desk in the Sunneblick
 - ✓ Before going up into the mountains and leaving the valley floor on hikes, cable-cars, etc. you must ALSO leave a KISC route card at BOTH our Help Desk and KISC reception
- ✓ **Any additional information needed**
- ✓ **Alcohol**
- ✓ **All adult activities**

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Safety matters related to staff



- ✓ Ad-hoc leisure activities
- ✓ Buddying up
- ✓ Self-Care, mental health & well-being
- ✓ Visits off site – in/out system
- ✓ Help Desk Logging
- ✓ Help Desk Training Session
- ✓ Mobile Phones



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Lorry Loading

- ✓ Team of 12-15
- ✓ Health & Safety training
- ✓ Personal Protective Equipment
- ✓ Support team
- ✓ Risk assessment
- ✓ Briefing on the day prior to starting work



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Travel (People)

David Carlen

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Travel plans (Outbound)



Personal Baggage

- Arrange Groups to gather Baggage for delivery to the Transport
- Drop off – for lorry transport – probably weekend of 2/3 August 2025
- Equipment and personal bags targeted to arrive at KISC – Monday 11 August 2025



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Travel plans (Outbound)



Advance team by car arriving during the day Sunday 10th August 2025

Advance team by plane – Sunday 10th August 2025

- **Arrive LHR by 06:30am**
- Flight details: Depart HRW 08:40, via Amsterdam, Arrive Geneva 13:35;
Minibus to KISC > Led by Terry Kingham
- Need to take essentials for first 24 hours as hand luggage

Main Staff Party - Monday 11th August 2025

- **Arrive LHR by 09:30am**
- Fly from a London > Depart HRW 11:45, via Amsterdam, Arrive Zurich 16:45
> led by Neil Docherty
- Take time to eat before getting on the coach – We have allowed time in the schedule
- Transfer to KISC by coach, arrive during the evening

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Travel plans (Homeward)



Personal Baggage

- Personal bags – deliver to load on to lorry by 11:00am on morning of Friday 22nd August
- Personal bags arrive back targeted for Sunday 24th August 2025

Main Staff Party - Friday 22nd August 2025

- Transfer from KISC by coach to Zurich – expect to leave by midday
- Fly from Zurich > Depart 17:35, via Amsterdam, Arrive HRW 20:55 > led by Neil Docherty

Advance team by plane - Saturday 23rd August 2025

- Transfer from KISC by coach to Geneva – expect to leave by midday
- Flight details: Depart GVA 17:15, via Amsterdam, Arrive HRW 20:55 > led by Terry Kingham

Travellers by Car – Depart Saturday, 23rd August 2025 shortly after midday

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Food and Staff catering Alex Norori-McCormac and Terry Kingham

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Staff catering arrangements



- Daily – Duty Catering Team liaise with Food Distribution Team for provisions
- Breakfast & Lunch, Evening Meal + Packed lunches
- Clearing up, Washing & Drying up.
- Meal Timings
- Hydration Station / light bites
- Generic Risk Assessment

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Food planning update



- The final version of the menu has been confirmed following initial feedback and a few rounds of revision in the meantime. The final update following the last circulated sees the withdrawal of the Chile con Carne and its replacement with the International BBQ, which will be on Monday, 18th of August.
- Breakfast and lunches will be on a 4-day rotation, and full details will be circulated in due course, but there is a sample here:
- Breakfast sample: Cornflakes, Bread/Jam, Turkey, Cheese/Vegan Cheese, Apple Juice, Yoghurt/Vegan Yoghurt, Milk/Milk alternatives.
- Lunch sample: Sandwich bread, Salami, Cheese/Vegan Cheese, Hummus, Tomatoes, Apples, Chocolate and Crisps.
- I'll look to try and make a few sandwich fillings available every day, but tricky to add too many combinations into the system.

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Food teams



- Divided into three teams as indicated on the board in the room;
- Team 1 will be the lead team; Jane, Trevor et al. are happy to provide support and guidance to the other teams throughout the trip;
- Teams will rotate every 3 days, on day 1 (12th August) teams 2 and 3 will help prepare food for arriving groups while team 1 undertakes the distribution;
- Food will be distributed mid-afternoon, with items for dinner, breakfast and lunches the following day;
- Most items will arrive in the delivery in the morning (9 am-ish currently planned), through we may still have some bakery items arrive earlier in the morning;
- Aim is to minimize workload during food sort, so we'll order to pack sizes, minimize slicing etc., as much as possible. We have pre-packed sliced bread planned for example!

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Food ordering



Welcome to the
GLMW Scouts 2025
Kandersteg Expedition App

Enter

- We're developing a simple online app that will be used for food orders; the app will automatically calculate quantities for us in the background.
- I want to discuss with you options for ordering as we can be granular down to every meal, but it involves a lot of data collection and requires everyone to fill it out.
- Complex dietary will be handled by us, alongside the bulk food order through the app.

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Staff Activities

Geoff Vanderplank

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Staff Programme Activities



- Many of you provided Terry with ideas on activities you might like to do
- The ideas list is on the wall and everyone will have the opportunity to add, subtract or amend ideas today

Broadly a number of themes emerge:

- "Touristy" things – no need for booking, informal groups get together on days off e.g. a boat trip on Lake Thun.
- Slightly more adventurous things – we can arrange locally, no need to book e.g. gondola trip and hike to Oeschinensee.
- Adventurous activities – e.g. white-water rafting, will need a booking with KISC. Numbers suggest we would be below minimum group size limits and we will need to see if we can allocate within other group bookings once we know rostered days off.



Rules for all adult adventurous activities Scouts

- The Scout Association POR section 9.8 refers
- *"Adult only groups may choose an appropriate management system such as the Adventurous Activity Permit Scheme or put in place other controls."* Where any participant is under 18, then the adventurous permit scheme rules apply.
- The Scout Association has tightened the Yellow Card rules relating to Mountain Huts and use of activity providers – this may have impacts on individual group programmes.
- As a staff team we will adopt a "sign in and out" approach via the Helpdesk if going off site.
- For any groups going out at levels higher than the valley floor, the team will need to have appropriate skills and equipment for the environment they are in and submit route information to KISC Reception and the Help Desk.





Site Operations Terry Kingham

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Site operations – details of how these will be working

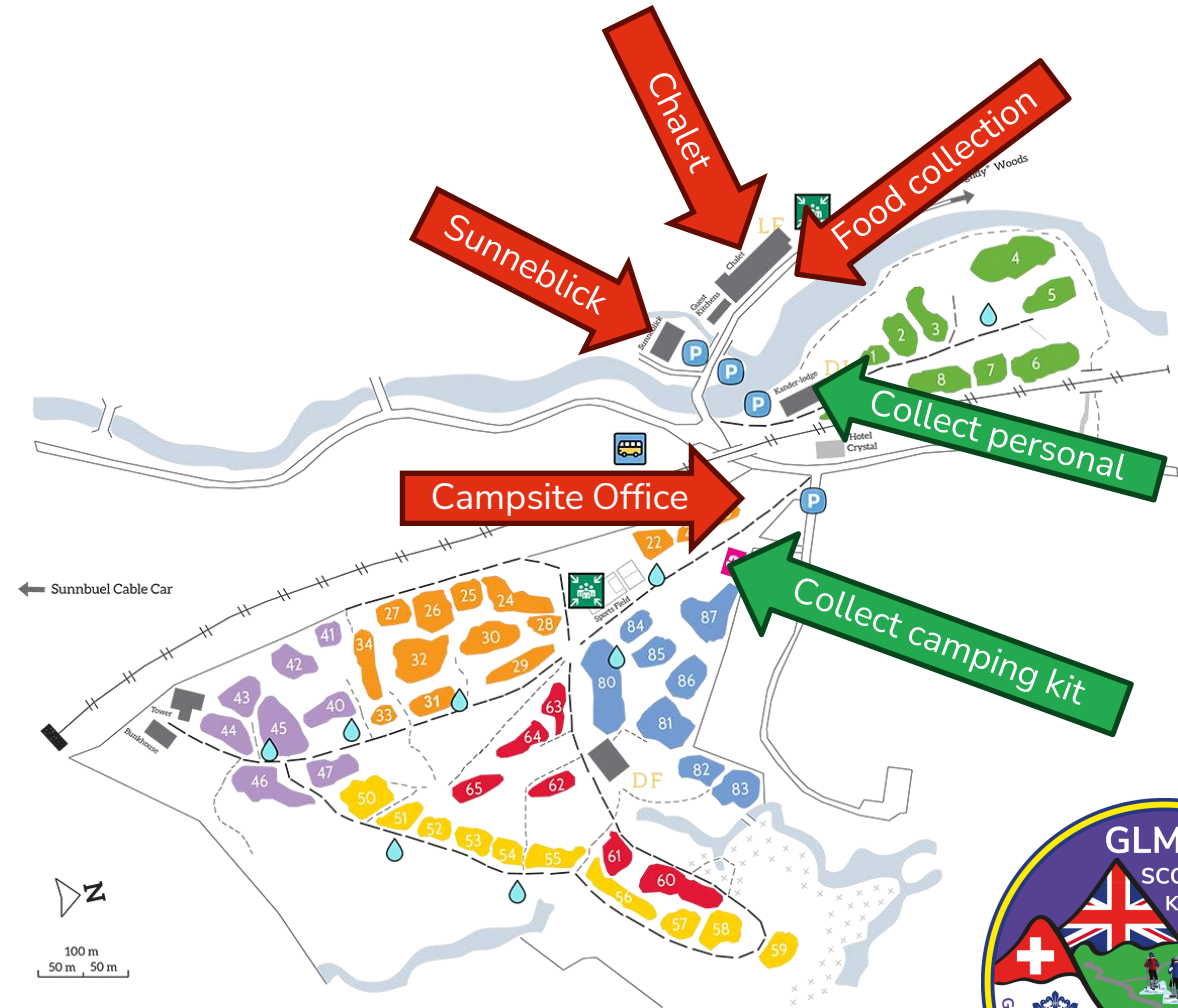


• Help Desk

- 08:00 to 20:00 in the Sunneblick
- Tea, cake and biscuits !
- Hotline to helpdesk +44 7354 693 411
- Outside these hours diverts to Duty Expedition Lead

• Daily visits and support

- Including fire safety checks, feedback on food, arranging your recycling slot, etc.
- Welfare and wellbeing – especially when the weather is challenging
- Go to the chalet (KISC) to check in and out, and to book programme activities



Staff Rota



GLMW Kandersteg Team Rota - 2025

		Monday 11/08/2025	Tuesday 12/08/2025	Wednesday 13/08/2025	Thursday 14/08/2025	Friday 15/08/2025	Saturday 16/08/2025	Sunday 17/08/2025	Monday 18/08/2025	Tuesday 19/08/2025	Wednesday 20/08/2025	Thursday 21/08/2025	Friday 22/08/2025
		Lorries Arrive											Lorries Depart
Name	Team	After Arrival	Main Arrival										Until Depart
Richard Williams	Expedition Leader	On Duty-Advance	On Duty			On Duty			On Duty			On Duty	Advance
Nigel Coopey	Deputy Exp. Leader	Advance			On Duty			On Duty			On Duty	On Duty - Depart	Advance
Phil Power	Deputy Exp. Leader	Advance		On Duty			On Duty			On Duty			Advance
Cathy Muslow	Asst Exp. Leader 1	Advance	On Duty			On Duty			On Duty			On Duty	Departure Duties
Geoff Vanderplank	Asst Exp. Leader 2	Advance		On Duty			On Duty			On Duty			Advance
Sanjay Chandarana	Asst Exp. Leader 3	Advance		On Duty			On Duty			On Duty			Advance
Terry Kingham	Team Leader 1	Advance	On Duty			On Duty			On Duty			On Duty	Advance
Caroline Coopey	Team Leader 2	Advance			On Duty			On Duty			On Duty		Advance
Chad Lake	Team Leader 3	Advance		On Duty			On Duty			On Duty			Advance
Shaf Shah	Programme		On Duty			On Duty			On Duty				Departure Duties
David Carlen	Admin & Finance	Advance			On Duty			On Duty			On Duty		Advance
Suzanne Carlen	Admin & Finance	Advance			On Duty			On Duty			On Duty		Advance
Alex Norori-McCormac	Food Manager (Float)	Set Up Duties	On Duty										On Duty
Jane Bourne	Food Distribution	Set Up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Tony Ship	Food Distribution 1	Set Up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Inez O'Hara	Food Distribution 1	Set Up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Trevor Golder	Food Distribution 1	Set up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Karen Tempest	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Cliff Brooke	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Lucy May	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Daniel Hill	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Glenn Turner	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Connor Clark	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Agueda Estrada Calle	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Ewan Clark	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Emma Bishop	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Paul Button	Help Desk 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Pauline Gregory	Help Desk 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Andrew Morgan-Watts	Help Desk 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Colin Porter	Help Desk 2				On Duty			On Duty			On Duty		Departure Duties
Jack Stride	Help Desk 2				On Duty			On Duty			On Duty		Departure Duties
Sandra Burke	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Jeanne Sheppard	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Dawn Sheppard	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Neil Docherty	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Daniel Mann	Site Services 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Peter Bishop	Site Services 2				On Duty			On Duty			On Duty		Departure Duties
Rik Fox	Site Services 3	Advance		On Duty			On Duty			On Duty			Departure Duties
Mandy Combes	Staff Catering 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Lara Johnson	Staff Catering 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
NETWORK	Staff Catering 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Leonard Parke	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Mary McLaren	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Chris Kiesel	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Mazine Peel	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Sam Wright	Staff Catering 3			On Duty			On Duty			On Duty			Departure Duties
Sarah Wright	Staff Catering 3			On Duty			On Duty			On Duty			Departure Duties
NETWORK				On Duty			On Duty			On Duty			Departure Duties
	FIRST AID			Jeanne S	Caroline C		Jeanne S	Caroline C		Jeanne S	Caroline C		
	MENTAL FIRST AID		Andrew MW	Dawn S	Jack S	Andrew MW	Dawn S	Jack S	Andrew MW	Dawn S	Jack S	Andrew MW	
	MENTAL FIRST AID		Lara J			Lara J			Lara J			Lara J	
Claire Read													
Theodora Read-McCormac													
		Staff Arrive 9:15 pm											Staff Depart 11:30
			Network Arrive 3:30pm										Network Depart 12:15
			1st Arrival 12:30										1st Depart 6:15 am

- Duty Expedition Lead each day:
 - Richard Williams
 - Nigel Coopey
 - Phil Power
- Work rotation 1 out of every 3 days
- There will be times when we will need to deal with unexpected tasks
- We will need to support the Groups who will be leaving early on the Friday – it will be an early start





Finance and Admin David Carlen & Phil Power

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Data



- Thank you for all the data submitted so far via
- We'll contact you individually to update on any remaining gaps very soon
- We are now not anticipating the European Travel Information and Authorisation System (ETIAS) being operational for this summer
- Make sure you have signed into the new Membership System to update your details, including next of kin information
- Make sure your mandatory training is up to date – safeguarding and new safety training

Reminders

- Make sure your group has a passport: issued after 13 August 2015, and valid until at least 23 November 2025 [we will check the data]
- Make sure you have a GHIC card

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Insurance

Travel insurance

- Unity Insurance overseas travel policy - <https://www.unityinsuranceservices.co.uk/scout-insurance/travel>
- No COVID cancellation cover



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Payment Schedule



- 1st March - £300
- 1st July – Balance
- Individual emails will be sent for these
- Activity costs – these will be additional payments for you once we know what you want to do and who you are going to be doing it with.
- The expectation will be that you will pay direct to KISC

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How to pay



- Account number: 61793888
- Sort code: 40-16-23
- Account Name: Greater London Middlesex West County Scout Council
- Bank: HSBC
- Payment reference: Your individual K number

**This is a specific account for the expedition -
details are different from the main county account**

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Accommodation allocations



- Accommodation has been allocated for all of the team
- Plans are displayed on the wall here today



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Mechandise for staff



- Online Shop will open soon
- You will need to order your free Polo to ensure the correct size
- You will be able to order additional items if you want to
- All clothing items will be delivered in the June meeting
- Please make sure that you wear your team polo shirt when you are on duty so that participants can recognise members of the team if they need some support
- Everyone will be given an emergency contact number wrist band, a scarf & badge



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Key Dates and Future Meetings

Phil Power

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Expedition information



- Information Hub for Group Leaders on the website:
<https://www.glmwscouts.org.uk/international/kandersteg2025>
- Download copies of slides from presentations
- Dates and locations of meetings included
- Increasing number of frequently asked questions – which will continue to expand
- Coming soon is a full Leaders' Handbook

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Summary of key dates for staff

- Sunday, 29th June 2025
- Staff Team meeting
- Greenford DHQ, 2:00pm-5:00pm
- Sunday 10th August 2025
- Advanced Party - Go to Kandersteg
- Monday, 11th August 2025
- Main Staff Team – Go to Kandersteg



A black and white photograph of a rugged mountain range with significant snow cover. The peaks are sharp and jagged, with snow filling the valleys and clinging to the slopes. The sky is a uniform grey.

Any questions ?

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Team Break out Session



- Site Services & Safety



- Food



- Programme

- Network



- General Enquiries



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