SKAC254
Develop policies and procedures to manage challenge and risk during an expedition

Overview

Those involved in planning expeditions must identify and assess the risks that the expedition poses and make sure there are policies and procedures in place to manage these risks. Policies and procedures should cover areas such as:

1. security threats in-country and en route
2. political threats in-country and en route
3. natural hazards in-country and en route
4. health, safety, environmental and cultural risks – to those on the expedition, caused by the expedition to others, caused by those on the expedition to others
5. activities
6. emergency planning

The unit is recommended for Expedition Managers and Leaders.

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Performance criteria

You must be able to:

P1   research/keep up to date on best practice for analysing threats and risks during expeditions

P2   research other similar expeditions to identify potential threats and risks and ways of managing

P3   ensure there is an accurate risk analysis for the expedition and its activities

P4   develop policies that manage these risks and consult on these policies with relevant colleagues and stakeholders

P5   develop and consult on codes of conduct/procedures which provide for management of risks during the expedition

P6   ensure all those involved in the expedition have a good understanding of relevant policies and procedures, reinforcing these when necessary

P7   monitor the implementation of these policies and procedures and provide support to people when needed

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Knowledge and understanding

You need to know and understand:

General knowledge and understanding

K1 explain the difference and relationship between policies and procedures

K2 describe how to develop policies and procedures and what they should contain

K3 describe general responsibilities for risk management during expeditions, including:

K3.1 security threats in-country and en route

K3.2 political threats in-country and en route

K3.3 natural hazards in-country and en route

K3.4 health, safety, environmental and cultural risks – to those on the expedition, caused by the expedition to others, caused by those on the expedition to others

K3.5 activities

K3.6 emergency planning

K4 identify sources of information on best practice in risk management policies and procedures

K5 explain how to carry out a risk analysis covering the health and welfare of people taking part in an expedition

K6 explain the importance of consultation and describe how to consult on risk management policies and procedures and who to consult with

K7 describe how to brief/train staff in risk management policies and procedures

K8 explain the importance of monitoring the implementation of risk management policies and procedures and describe how this should be done

K9 describe how to respond when policies and procedures are not being followed and what types of support people may need

You need to know and understand:

Industry/sector specific knowledge and understanding

K10 identify and describe any specific hazards and risks that apply to expeditions in your sector

K11 describe the main types of hazards and risks that apply to expeditions in your sector and the methods that are used to control these

You need to know and understand:

Context specific knowledge and understanding

K12 identify the relevant colleagues and other stakeholders you would consult with on risk management issues

K13 describe your own responsibilities for risk management and the responsibilities of others with whom you work

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Additional Information

Skills

Listed below are the main generic 'skills' which need to be applied in this unit. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Research
2. Analysis
3. Communicating by speaking and writing
4. Consulting
5. Monitoring
6. Supporting others

Behaviours

1. You constantly seek to improve performance
2. You reflect regularly on your own and others' experiences, and use these to inform future action
3. You analyse and structure information to develop knowledge that can be shared
4. You recognise recurring problems and promote changes to structures, systems and processes to resolve these
5. You demonstrate a clear understanding of different customers and their real and perceived needs
6. You encourage and welcome feedback from others and use this feedback constructively
7. You make time available to support others
8. You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes

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