

Risk Identification and Management Plan for Homeward Bound

The Risk Identification and Management Plan for Homeward Bound is designed to support all participants and faculty to make smart choices together that ensure the experience of Homeward Bound is safe and sustainable.

It is to be used in partnership with the Homeward Bound Code of Conduct

1. The difference between a 'standard' Antarctic voyage and an HOMEWARD BOUND voyage includes the potential for impact **on and by the HOMEWARD BOUND program** (which includes the well-being/mental health issues of both participants and faculty)
2. The potential interactions between what happens on the ship and participants' **employers**, given people are present in a professional context. This can generate potential risk around reputation (for individuals, HOMEWARD BOUND, HOMEWARD BOUND funders/donors and employer organisations)

This document aims to

- address the gap between a standard expedition, and Homeward Bound
- raise awareness of future participants to the potential risks and draw on our collective experience to provide strategies to reduce risk and continuously improve the positive outcomes
- assist participants managing risk planning requests from their employers (where they are supported by employers) as requested

The potential hazards are identified, and some 'risk controls' or 'mitigations' suggested. This is not an exhaustive list.

The responsibility for mitigating risk should be distributed between Homeward Bound Faculty, participants, their employers (where appropriate) and Antarpoly (who run MV Ushuaia). There are existing comprehensive risk policies/ strategies/ plans held by the ship owners, and the expedition leader, which will cover all the usual Antarctic expeditioning risks, including physical safety, health, biosecurity etc. The Homeward Bound Risk document acknowledges those and recognises that to some degree there is useful overlap.

This document cannot ensure compliance. It is designed to encourage all participants and faculty to take appropriate personal responsibility and to use common sense as a guiding principle.

The risk levels for each hazard identified have not been assessed in this document. Experience shows that the process of conducting a risk assessment is indeed a key factor in successful risk management. Therefore, the users of this tool should rate the risk in terms of likelihood (L), consequence (C) and therefore risk (first 3 columns). And then discuss and modify the suggested mitigations/controls as appropriate, before assessing the 'residual risk' (final column). This is the level of risk which remains if the risk controls are implemented. An example matrix for rating the risk is shown in Attachment 1). This should be conducted both at individual level (for those risks which are personal) and group level. This is a very standard risk assessment methodology.

Risk identification and mitigations

Note that this table is currently listing hazards and mitigations and has not yet assessed the likelihood, consequence and risk level, or effectiveness of the mitigation)

Likelihood = L, Consequence = C, Risk and Residual Risk assessed using the risk matrix in Attachment 1.

| Hazard | L | C | Risk | Mitigation - participant | Mitigation - Employer | Mitigation Homeward Bound | Mitigation MV Ushuaia | Resid risk |
|-------------------------------------------------------------------------------------|---|---|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|
| 1. Prior to voyage | | | | | | | | |
| a. Not being able to raise funding | | | | Raising own funding <ul style="list-style-type: none"> - No refund on deposits made in principle by Homeward Bound - In the event of not being able to raise sufficient funds, participants may be invited to help find their own replacement - In this eventuality, Homeward Bound will refund the deposited fee less a percentage for administration | Employer may provide full or partial support | Homeward Bound's Funding of the ship <ul style="list-style-type: none"> - Deposits made progressively over the year prior to departure (non-refundable) - In Principle, if a replacement participant is found Homeward Bound will refund less percentage cost of administration | N/A | |
| b. Fund-raising mechanisms and conflict of interest with employer or HOMEWARD BOUND | | | | If seeking sponsorship/s from private companies for participating in HOMEWARD BOUND, consider alignment and ensure there are no issues/ conflicts with employer or the intention of Homeward Bound. Permission must be sought for the use of other logos. | Employer support helps and reduces need for external support. Discuss early and provide clarity around what fund-raising activities or sponsorships are compatible with employer expectations. | Clarity/ guidance around appropriate sponsorship/ support. Homeward Bound publishes on the web site the budget and donor contributions (provides clarity and accountability on broad expenditure and where funds will be allocated). | N/A | |
| c. Lack of time to participate in training through the year | | | | Understand that we estimate approximately 5 hours per week for development and pre voyage preparation. Possibly additional time post-voyage if media/visibility | Homeward Bound participation to be taken into account with existing workloads, as it would be | Manage expectations on content and time requirements. Outline these in application materials and subsequent communication. | N/A | |

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| | | | | <p>etc is high and/ or sought. Additional time also required if raising own funds. The participant needs to ensure they have the time either allocated by their employer, or are able to take time in lieu or as leave. When considering preparation and the necessary time to prepare, remember to allow time for course material, plus logistics and mental/emotional prep.</p> | with any other training course. | Provide course material in a 'paced' way through the year. | | |
| d. Inadequate 'fitness' for voyage – psychological and physical | | | | <p>See a doctor or psychologist and discuss the aspects of the voyage including the process of self reflection as part of leadership development; any risks of bringing up past unresolved issues; what remoteness might mean in this context, seasickness; disorientation of no day/night; and very limited internet connectivity and lack of contact with family and friends. Know and understand the physical and psychological fitness requirements. It is assumed by accepting a position on the ship you meet the requirements of an expedition. It is important to develop specific personal strategies where required. Make good and active use of opportunities to engage with coaches pre-voyage and also discuss potential 'triggers' and how you will prepare for, recognise, and respond to these.</p> | Ensure that participants supported by the organisation have conducted their risk mitigation strategies. | <p>Be explicit in the lead-in period about the emotional and other challenges faced in any leadership programme (self-reflection, facing 'triggers', social contagion) etc, and possible exacerbation on voyage when far from usual support. Consider psychological fitness of participants as part of the assessment. Supply MV Ushuaia Carriage of Contract to all participants in advance. Endeavour to the best of Homeward Bound's ability to know the participants and support them with professional leadership coaches and on board psychologist.</p> | Ensure all participants complete Carriage Contract; secure signed documents | |

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| 2. On voyage | | | | | | | | |
| a. Illness – infectious eg influenza | | | | See doctor. Ensure vaccinations are up to date. Carry own medications e.g. antivirals, painkillers, decongestants, antibiotics Follow hygiene protocols (Att 2) | Require that participant has seen doctor | Clear hygiene protocols to be activated and adhered to (Att 2) Plan for back up roles amongst HOMEWARD BOUND leadership team in case of team illness incapacitating delivery of program. | Clear hygiene protocols to be activated and adhered to (Att 2) | |
| b. Illness and injury – non-infectious / minor injury | | | | See ship doctor. Ensure vaccinations are up to date. Carry own medications e.g. antivirals, painkillers, decongestants, antibiotics Comply with all safety instructions from Ship crew, Expedition Leader and additionally any assigned guides during landings. Ensure adequate insurance. | | Plan for back up roles amongst HOMEWARD BOUND leadership team in case of team illness incapacitating delivery of program. In case of injury, HOMEWARD BOUND leadership team support injured person/s, seek advice from ship doctor on appropriate level of activity and ensure comply with doctor’s advice. Consider cause/s of injury and adjust operation of program/ activity if necessary/ appropriate. | | |
| c. Illness – seasickness | | | | See doctor. Carry own seasickness medications. | N/A | Provide advice to all participants pre-voyage. Plan for back up roles amongst HOMEWARD BOUND leadership team in case of team illness incapacitating delivery of program. Monitor conditions, be mindful of expectations of participants during rough seas, adjust program accordingly. Leadership team carry own seasickness medication. | Existing policies – passengers confined to bunk if waves above certain height. They do not leave to cross Drake Passage if the waves are above certain height. Ship Doctor to administer assistance as required and advise HOMEWARD BOUND leadership team of level of illness amongst | |

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| | | | | | | | participants, to inform program adjustments. | |
| d. Major injury | | | | Comply with all safety instructions from Ship crew, Expedition Leader and additionally any assigned guides during landings. Ensure adequate insurance. See ship's doctor | N/A | Ensure program includes scheduling for safety advice for all relevant activities. In case of injury, HOMEWARD BOUND leadership team support injured person, seek advice from ship's doctor on appropriate level of activity and ensure comply with doctor's advice. Consider cause/s of injury and adjust operation of program/ activity if necessary/ appropriate. Consider advising family / NOK injured patient/s. | Expedition Leader and Assistant Leader provide safety advice for activities, implement MV Ushuaia safety procedures. See ship evac response plans if relevant. | |
| e. Mass injury or other crisis | | | | Comply with all safety instructions from Ship crew, Expedition Leader and additionally any assigned emergency personnel. | Seek information from HOMEWARD BOUND office and advise staff families and colleagues with situation report; update at least daily or as situation changes. | HOMEWARD BOUND leadership team support affected persons, seek advice from ships doctor, and Expedition Leader on next steps and ensure comply with advice. Consider cause/s of injury, liaise with ship Dr/ Captain and adjust operation of program/ activity if necessary/ appropriate. Expedition Leader to maintain frequent updates and supply information to all participants. Consider buddy system. Consider advising family / NOK injured participants. Advise HOMEWARD BOUND base communication team and develop message for public; liaise with ship comms for consistent messaging. | Secure safety of all. See ship evac plans if relevant. Liaise with HOMEWARD BOUND on adjustments to program and any comms to public. | |

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| f. Illness or other crisis for family at home | | | | Ensure adequate insurance. See ship doctor. | | Support participant, enable comms home, ensure 'buddy' in place, excuse from regular program if participant chooses. | | |
| g. Mental health issues | | | | Manage own risks by seeing doctor and adequate preparation beforehand. Use the strategies developed beforehand, while on board. Reach out to Faculty and/or on board psychologist if further assistance is needed. Comply with Code of Conduct to reduce risks to self and others. Reach out early, don't isolate yourself. | Ensure adequate prior preparation. | Provide on board psychologist in addition to the counselling of HOMEWARD BOUND faculty. Comply with Code of Conduct to reduce risks to self, team and others. Minimise 'cabin fever' by daily adventure activities, chance to change work spaces and activities, exercise and fatigue management. Be alert, proactive, sensitive and responsive to emergent and changing needs of individuals and group as a whole. Coach participants to support each other (peer coaching). | | |
| h. On-board drinking or illicit drug use | | | | Illicit recreational drugs should not be brought on board. Participants are responsible for staying within safe limits for drinking. A 'buddy' system (or other similar approach) will be used if anyone is to have more than 2 standard drinks. | N/A | The bar on the mv Ushuaia will be closed at 11pm each night, with the exception of HOMEWARD BOUND 'fun' nights. Ensure a designated person in authority to be called on by participants as required each night. Participants coached to manage this appropriately. | Bar hours restricted to 11pm each night except on designated 'fun' nights | |
| i. Cross-cultural issues – misunderstandings, making allowance for multiple | | | | Respect required at all times. Adhere to Code of Conduct and agreed protocols | N/A | Set up expectations by discussing Code of Conduct, and agreeing to any variations at beginning of voyage. Revisit this regularly to check if tracking well. | ? to be explored | |

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| cultures, languages, religions etc | | | | | | Cross cultural training for all faculty. Remind all of cross cultural respect at key moments, including at beginning of journey and before any 'party' type events. Provide advice and guidelines for acceptable use of social media during/after voyage at key moments (as above) | | |
| j. Bullying and harassment | | | | Adhere to Code of Conduct. Use common sense judgement, take responsibility for calling behaviour constructively understanding people may be feeling stressed. If this fails or you don't feel able to do this, seek the support of the on board faculty, psychologist or Expedition leader as appropriate | N/A | Build peer coaching capability of participants. Adhere to Code of Conduct, ensure protocols are in place, are well communicated and adhered to. | | |
| k. Biosecurity and Environmental impact | | | | Read, understand and comply with IATO policy and advice. | N/A | Share IATO policy and advice materials pre-voyage and during voyage, support ship implementation of protocols. | Comply with and implement IATO biosecurity and environmental impact protocols. | |
| 3. Post-voyage | | | | | | | | |
| a. Mental health or emotional issues arising from participation | | | | Seek advice from the leadership faculty and psychologist. Being self-aware, seeking help and talking to trusted others before and during the trip will greatly mitigate any risk. | ? to be explored | Adopting mitigations before and during voyage will minimise post-trip impacts. Ongoing access to psychologist who understands the HOMEWARD BOUND context and experience. | N/A | |
| b. Reputational damage to participants, HOMEWARD | | | | Adopt mitigations before and during voyage as appropriate. | Adopting mitigations before and during voyage will minimise post-trip impacts. | Adopting mitigations before and during voyage will minimise post-trip impacts. | Adopting mitigations before and during voyage will minimise post-trip impacts. | |

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| BOUND or MV Ushuaia | | | | Common sense and common cause are inherent in the commitment to participate in Homeward Bound. Adhere to Homeward Bound Manifesto and Code of Conduct. At all times, each individual is part of the whole, and all actions should be assessed with respect to impacts on the whole group and the greater purpose of Homeward Bound. | | Adhere to HOMEWARD BOUND Manifesto and Code of Conduct. At all times, each individual is part of the whole, and all actions which lead to potential damaging consequences should be assessed with respect to impacts on the whole group. | | |
| c. Poor individual or group behaviours post-voyage (e.g. bullying, disengagement, conflict or competition etc) | | | | Adhere to HOMEWARD BOUND Manifesto and Code of Conduct. Homeward Bound is a 10 year initiative for women with a science background. If there is an issue post the Antarctic trip, speak as soon as possible to a member of the faculty, the expedition leader or the psychologist. | N/A | Adhere to HOMEWARD BOUND Manifesto and Code of Conduct. | | |
| d. Cumulative risk | | | | Be aware that risk can accumulate. Risk in one area, compounded by risk in another (i.e. raising funds and work stress) can require particular focus. Use common sense as a leader and don't isolate yourself. One risk alone may not be a major issue, 2 – 3 small risks can add up. Ask for support early, think proactively, and raise concerns with program manager, psychologist or expedition leader as appropriate. | | Consider all of the risks above and potential interactions of some risks, and the potential for increase in risk through cumulative effects. If an assessment of individual reveals moderate-high risk across multiple categories, be aware of likely amplification of risk and a need to be particularly mindful. | | |

Attachment 3 Risk Matrix

| | | LIKELIHOOD DESCRIPTION | | | | |
|-------------------------|-----------------------------------------------------------------------------|------------------------|-------------------------------------------------------|---------------------------------------------------|------------------------------------|-----------------------------------------------------|
| | | LIKELIHOOD | The event may occur only in exceptional circumstances | Not expected but the event may occur at some time | The event could occur at some time | The event will probably occur in most circumstances |
| IMPACTS | Likelihood Level | | | | | |
| | | Rare | Unlikely | Possible | Likely | Almost Certain |
| CONSEQUENCE DESCRIPTION | Health and Safety | | | | | |
| | Fatality Permanent Total Disability | Critical | | | | Extreme |
| | Significant/extensive injury or illness. Permanent Partial Disability | Major | | | High | |
| | Serious injury or illness. Lost time injury >10 days | Moderate | | Medium | | |
| | Injury or illness requiring medical treatment Lost time injury <10 days | Minor | Low | | | |
| | Injury or illness requiring First Aid treatment No lost time injury days | Insignificant | | | | |
| | | Consequence Level | | | | |

From the Curtin University Health and Safety policy
https://healthandsafety.curtin.edu.au/local/docs/Health_and_Safety_Risk_Matrix.pdf

Keeping Healthy on Homeward Bound

Health

Before the ship

All participants and Leadership should ensure before departure that they are in good health and have all the necessary vaccinations for Argentina and any transit countries, including an up-to-date influenza vaccination. Participants and Leadership should take any required medications or health tools with them in addition to any sea sickness medication.

On the ship

Participants and Leadership should seek advice from the Ship's Doctor as necessary. For the health of all on board the ship, there is an expectation that participants and Leadership will follow medical instructions, including temporary isolation if required.

General health issues

1. Antarctica on a clear day can have high levels of UV radiation, even though it is cold. Use sunscreen on uncovered skin when outdoors, particularly when this is in the middle of the day
2. Maintain good fluid intake, but avoid excessive alcohol consumption
3. Rest or find solo time when needed
4. Do not hold external doors on the edges as they are heavy and could damage fingers and limbs seriously if they bang shut.
5. Follow general good public health practices, including frequent handwashing with soap and water
6. It can be difficult to control the spread of respiratory and/or gastrointestinal diseases in the confined space of the ship.
 - a. Follow the advice in the attached documents, including regular hand-washing, and covering your mouth and nose when you cough
 - b. Consult the Ship's Doctor earlier rather than later and follow their advice
 - c. Be tolerant of your fellow passengers – it is no one individual's "fault" but up to the collective to provide support and do their best to limit spread.

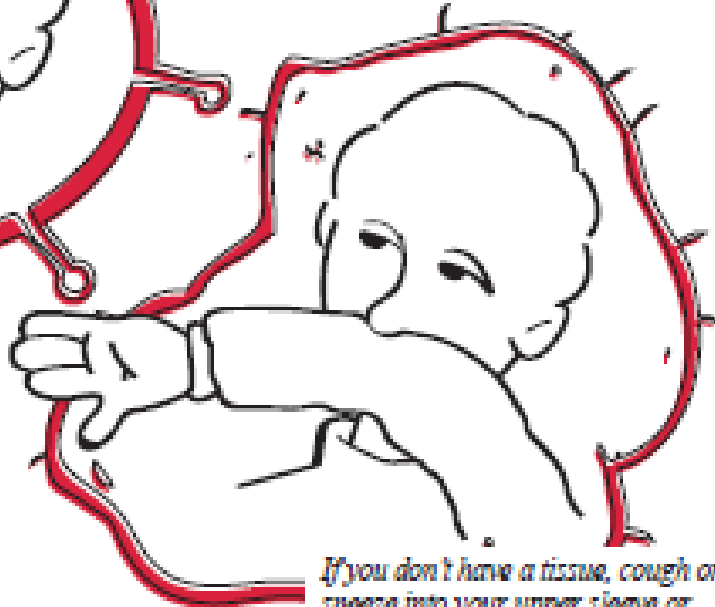
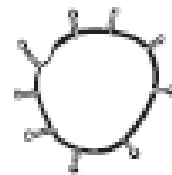
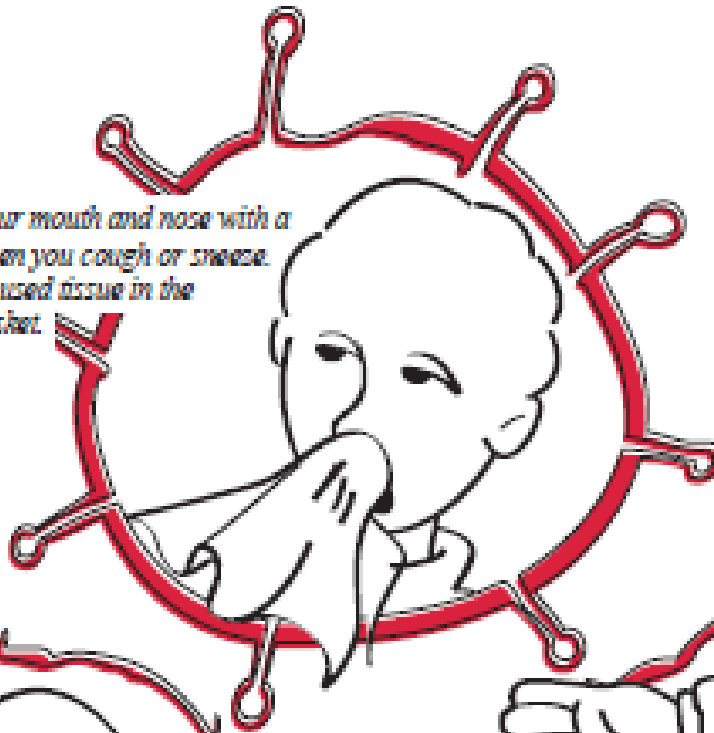
After the ship

If you are unwell when you return home, see your own Doctor and don't forget to tell them where you have been, including long haul flights, South America, and on board a ship with many others from a wide range of different countries.

Cover Cough

— Stop the spread of germs that can make you and others sick! —

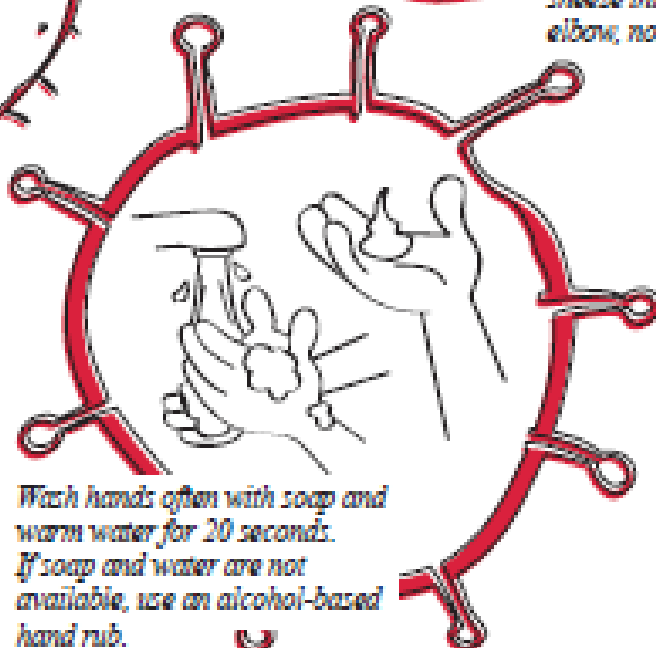
Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.



You may be asked to put on a facemask to protect others.



Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.

