



Cambridge Development Initiative Health and Safety Policy 2019

Approved by the 2018-2019 Executive Committee of the
Cambridge Development Initiative on the 26 of July 2019

1. Introduction

1. Health and Safety Principles and Objectives

- a. The Cambridge Development Initiative (herein, CDI) holds Health and Safety as a core value and is committed to creating a future free of incidents and injuries, where:
 - i. All stakeholders actively create safe environments;
 - ii. Leadership, passion and commitment are present at all levels;
 - iii. Working safely enhances quality, improves productivity and generates value;
 - iv. People are enabled to make safe choices about their own, and others' safety and to challenge the environment in which they work;
 - v. Good safety behaviour is encouraged and admired across the organisation.

2. Project Description and Programme Details

- a. Project Description
 - i. Title: Cambridge Development Initiative Summer Trip
 - ii. Detail: Two month trip to Dar es Salaam, Tanzania, working on four different development projects
 - iii. Residential Address: Ardhi University, Makongo, Dar es Salaam, Tanzania P.O. Box 35176
 - iv. Contact: Bahumi Motlhanka, CDI Director 2019: +255757741326 (phone and text), +447521093926 (WhatsApp), director.uk@cambridgedevelopment.uk
- b. Programme Details
 - i. The project begins on the 30th of July 2019 at 7 AM local time, finishing on the 12th of September 2019 at 6 PM local time.
- c. Locations
 - i. This Health and Safety Policy covers all project sites and the accommodation site. There will be less frequent use of facilities beyond these, and Health and Safety at these is the responsibility of individuals.
- d. Project Sites
 - i. There are two main project sites, which this Health and Safety policy covers. There will be less frequent use of facilities beyond these:
 - a. Ardhi University Classrooms.
 - b. Vingunguti, henceforth referred to as 'Site'.
- e. Accommodation
 - i. CDI volunteers will be living at Ardhi University. Two volunteers will occupy one lockable room with at least two single (often bunk) beds, a desk and a wardrobe.
- f. Key personnel:
 - i. Director: Bahumi Motlhanka
+255757741326 (phone and text)
+447521093926 (WhatsApp)
 - ii. Deputy Director: Peter Lee
+13478226353

- iii. Project Directors:
 - WaSH: Micheala Chan
+255755278118 (phone and text)
+447564377944 (WhatsApp)
 - Education: Coco Zhang
+255755278458 (phone and text)
+447880660458 (WhatsApp)
 - Entrepreneurship: Vineet Nair
+447591098253 (WhatsApp)
 - Health: Bahumi Motlhanka
+255757741326 (phone and text)
+447521093926 (WhatsApp)

- iv. Welfare Officers:
 - Micheala Chan
+255755278118 (phone and text)
+447564377944 (WhatsApp).
 - Anand Talwar
+447773335090
Tanzanian number to be confirmed

- v. Grievance Officer: Peter Lee
+13478226353

2. Security:

1. Ardhi University Campus Site security will be present on campus 24/7. Beyond this, CDI recommends and encourages all volunteers to ensure doors to the rooms are locked at all times, and valuables are locked in suitcases and never left in view of the window.

3. Weather:

1. The following predictions have been made:
 - a. No known extreme weather conditions (e.g. hurricanes) are expected during the project.
 - b. The weather is projected to be warm, 20+°C during working hours.
 - c. It may also rain.
2. Heatstroke is the main weather concern.
3. The following precautions will be taken to minimise any danger:
 - a. All volunteers are encouraged to:
 - i. Stay hydrated;
 - ii. Apply sunscreen;
 - iii. Stay in the shade where possible;

- iv. Wear hats.
- b. Project Directors will be on the lookout for signs of heatstroke, recommending rest in a cool place for those showing signs.
- c. Welfare Officers will also be on call to deal with any problems.

4. Welfare:

1. Bathrooms:

- a. It is likely that the provisions for welfare on site and at Ardhi University will be low. The following can be expected:
 - i. Access to toilets;
 - ii. Access to showers.
- b. The following cannot be expected:
 - i. Toilet paper;
 - ii. Soap/shampoo;
 - iii. Paper towels;
 - iv. Hot water.
- c. As such, volunteers are instructed to buy and carry around their own provisions. CDI recommends carrying toilet paper and hand sanitizer around as a minimum.

2. Drinking Water:

- a. Tap water ***will not*** be safe to drink at Ardhi University or on any project sites.
- b. Volunteers will be expected to either:
 - i. Buy their own bottled water; or,
 - ii. Use a LifeStraw or GoWater Drinking Bottle to filter water.

3. Mosquitoes:

- a. Dar es Salaam is a high risk area for malaria and other diseases carried by mosquitoes. As such, it is recommended that all volunteers take precautions to minimise their risk of being bitten.
- b. CDI provides mosquito nets for bedrooms.
- c. Volunteers are expected to:
 - i. Take malaria tablets.
- d. Volunteers are advised to:
 - i. Use mosquito repellents (for example, one which contains Deet).

4. Disease:

- a. The following vaccinations were recommended to all volunteers before travelling:
 - i. **Routine Vaccinations:**
 - 1. MMR;
 - 2. DTP;
 - 3. Varicella.
 - ii. **Other Vaccinations:**
 - 1. Hepatitis A and B;
 - 2. Yellow Fever;
 - 3. Typhoid;
 - 4. Rabies.

- b. It was each individual's responsibility to ensure they were vaccinated.
- 5. In the case of illness:**
- a. It is each individual's responsibility to report and seek medical advice.
 - i. CDI's Welfare Officers will be available to assist in both reporting and seeking medical advice.
 - b. There is a medical centre at Ardhi University that volunteers can visit for medical advice and treatment.
- 6. First Aid:**
- a. First Aid boxes will be available at Ardhi University;
 - b. The Welfare Officers will be available for incidents that occur outside work hours.

5. Safety Rules:

1. CDI requests that all participants adhere to the following safety recommendations:
 - a. **Travel:**
 - i. During daylight hours, volunteers must travel *in pairs, at least*.
 - ii. During dark hours, volunteers should travel in *groups of at least three*.
 - iii. Volunteers should only spend time in informal settlements during daylight hours and in the company of designated individual (e.g. KITE Dar es Salaam Executive Committee member or designated KITE Dar es Salaam volunteer.
 - iv. *Under no circumstances should volunteers travel by motorbike (also known as a boda boda in Swahili)*. This is exceedingly dangerous in Tanzania and results in numerous deaths per year in the country.
 - v. Volunteers should only take white licensed marked taxis (unless specifically advised otherwise - eg. a trusted taxi driver)
 - vi. *At most only three* people (not including the driver) are allowed in *bajaji* at any given time. All three people must be sitting in the backseat of the *bajaji*.
 - b. **At Ardhi:**
 - i. Room doors should be locked *at all times*, both when you are in or out of the room.
 - ii. Do not leave any valuables by the windows, or visible from the windows.
 - iii. Lock valuables in the suitcase when you are not in the room.
 - iv. Do not walk around the campus alone at night if you can avoid it.
 - c. **At Site:**
 - i. Be mindful of your surroundings and be respectful of those around you.
 - ii. When transiting, wear your items securely on your body (for example using both straps of a rucksack and using buckles as well if applicable).
 - iii. Adhere to the health and safety risk management/assessment plan.

6. Travel Insurance

1. All volunteers were required to obtain travel insurance for the duration of the trip.

7. Health and Safety Inductions:

1. All volunteers will be briefed on Health and Safety within two days of arriving at Ardhi University.
 - a. This is the responsibility of the Director and Deputy Director.
2. Specific project briefings (for those working at Vingunguti) will take place within a week.
 - a. This is the responsibility of the relevant Project Director(s).

8. Arrangements for Communication:

- 1. Everyday:**
 - a. All volunteers are encouraged to communicate via Slack and WhatsApp for all everyday communication.
- 2. In emergencies:**
 - a. In the case of an emergency, please call the appropriate committee member - the phone numbers of the committee have been made available to all.
 - b. The following procedure is recommended:
 - i. In the first instance, volunteers should attempt to contact Project Directors;
 - ii. If the situation calls for it, the Welfare Officers, Grievance Officer, Deputy Director, or the Director should be called;
 - iii. Likewise, if necessary, emergency services should be contacted.
 - c. The Welfare Officers will be contactable at all times during the working day.
 - i. They must be informed as soon as possible when an incident occurs.

9. Accident and Incident Reporting:

- 1. Immediate reporting of all incidents:**
 - a. Welfare Officers must be informed of any incidents by the quickest means possible.
 - b. The relevant committee members (eg. Project Directors) must also be informed.
- 2. Arrangements for logging incidents:**
 - a. All incidents that fall under Health and Safety (whether theft or injury, for example) will be:
 - i. Logged by the appropriate Executive Committee member;
 - ii. Signed off by the Welfare Officers as soon as possible after the incident has occurred;
 - iii. Follow-up shall take place, if necessary, at the discretion of the Welfare Officers and Director.
 - b. The log must include the following information:
 - i. Time, date, and location;
 - ii. Sequence of events (what happened) and circumstances;
 - iii. Any follow-up actions taken;
 - iv. Whether it is an ongoing or closed case;
 - v. Reasons for incident;

- vi. Measure for prevention in future.

10. Monitoring and Inspections:

1. Arrangements for monitoring Health and Safety performance:

- a. The following techniques in this section will be used for monitoring compliance with:
 - i. Legal requirements;
 - ii. The health and safety rules contained within this policy.

2. Routine Inspections:

- a. Annual inspections of the accommodation site will be carried out by the Director and the Deputy Director.
- b. If recommended by other Executive Committee members, further inspections will be carried out during the trip.

3. Workplace Safety Inspections:

- a. Project Directors are responsible for carrying out inspections of their workplace(s) at the beginning of the summer trip.
- b. Any concerns at the beginning must be reported to the Director. Any concerns that emerge later over the course of the summer must be reported to the Director immediately.

4. Compliance Monitoring:

- a. Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and that they are producing the required results.
- b. Compliance monitoring will be carried out by:
 - i. The manager/supervisor responsible for the area in which work takes place;
 - ii. Visiting personnel e.g. the Director or Deputy Director.
- c. Observations or actions which arise from monitoring will be reviewed at the next Executive Committee meeting.

5. Initial Planning Risk Assessment by CDI:

- a. Significant project health and safety risks will be identified using the 'Planning Risk Assessment sheet' by members of project teams. The results of this will be publicly communicated to all within CDI.
- b. For any hazard or problem identified during the actual work process which has not been considered in the risk assessment, the risk assessment shall be updated and the necessary personnel shall be informed *immediately* of this. The Executive Committee will also meet to discuss the necessary remedial measures.
- c. Upon completing the risk assessment report, the Project Directors, Deputy Director, and Director will monitor the actual process against the report and will make any necessary changes to the working process or to the report in order to improve the system.
- d. The risk assessment report shall be reviewed halfway through projects and shall also be reviewed immediately after any complaint and after any incident or accident has occurred.