

**GVI - Health and Safety Audit form  
Caqalai, Fiji**

**This form has been written in compliance with the Year Out Group and other organisations.**



<b>Point</b>	<b>Specific Topic</b>	<b>Minimum Acceptable Standard</b>	<b>Notes</b>	<b>Compliant Or Non Compliant</b>
<b>1</b>	<b>Communications</b>			
1.1	Between HQ and programme site or country office	At least two reliable forms of communications media. On media to provide 24 hour access.		Compliant
1.2	For in country operations	The project should have adequate cover in order to operate safely.	Must be able to justify activities compared to level of communications provided. I.e. For scuba diving one radio on the boat and one at base/shore.	Compliant
<b>2</b>	<b>Procedures</b>			
2.1	Incident reporting	A documented system of recording incidents and near misses	Must be a detailed set format which includes space for 'lessons learnt' if any. Must be evidence of review of these annually (as a minimum).	Compliant
2.2	Programme reporting	Daily, weekly, monthly or quarterly reporting procedure that suits the type of operation/s undertaken	Will obviously be subject to discretion of the auditor but company must explain their procedure and why it works best for what they do.	Compliant
2.3	Crisis Management – HQ	A workable crisis management plan for control of a major incident and its impacts on all associated parties.	Should include as a minimum, all in country emergency details and case-evac/med-evac plans, procedures for HQ action, management plan.	HQ
2.4	Emergency Contact	A 24 hour emergency contact line carried by a senior member of staff. This number to be provided to all next of kin and volunteers.		Compliant
<b>3</b>	<b>Programme Staff</b>			
3.1	Mountaineering qualification	MLTB (Summer) where terrain is classed as topographically challenging. MLTB (Winter) for any activities that are to be undertaken on snow. Walking group leader qualification or suitable experience for activities that involve none of the above. SPA for climbing	Certificates Alternative such as local staff trained to an acceptable national standard. These individuals must be assessed annually and inducted.	N/A
3.2	Scuba Diving Qualification	A minimum of an internationally recognised instructor qualification if teaching. (BSAC, PADI, NAUI). Suggest a minimum of 30 certifications. An acceptable level of diving qualification for the type of work undertaken.	Sample of certification or registration.	Compliant
3.3	Teaching Qualification	A minimum of a relevant degree qualification, or equivalent experience, for all staff positions requiring scientific guidance, supervision or teaching.		Compliant
3.4	Medical Qualification	An acceptable qualification for the medical requirements of the project. Advanced medical qualifications for projects and programmes in remote environments (>24 hours to medical services).	Doctors - 1 year post registration with ALS Nurses - 2 years post registration with A&E experience Paramedics - 3 Years post registration with ALS First Aiders - Appropriate UK recognised qualification	Compliant
3.5	Project Manager/ Leader Qualification	An acceptable level of experience to manage in country operations. This experience should be relevant to the activities undertaken and the companies needs. There will potentially be marked differences between paid and unpaid positions.	i.e. Experience of volunteer work, programme experience, business experience, management experience.	Compliant
3.6	Water activities	An acceptable standard of certification and training	Where in country operatives are used their credentials must be proved.	Compliant

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3.7	Selection	Evidence of selection of in country staff that extends past an interview process.	Looking for notes on selection weekends/days, personal and professional references, trial period	Compliant
3.8	Information and induction	Evidence of correct information for staff and correct employment documents. CRB checks to be included where one to one work is done with young adults.	Medical forms, contracts, insurance documents, project briefing documents	Compliant
3.9	In Country Experience	Key staff should have a good knowledge of working in similar environments to enable effective evacuations and management	Should be backed up by the use of local staff to aid.	Compliant
3.10	Staff training	Evidence of a program of induction for key staff before they leave for the programme country and before their tenure in country In country training for all staff. A handover with outgoing staff where this is feasible and possible.	Training paperwork or a clearly defined criteria of training in relevant areas for the role.	Compliant
<b>4</b>	<b>Vehicles</b>			
4.1	Terrestrial vehicles	Roadworthy according to UK regulations where this is possible. Serviced according to manufacturers recommendations if owned by the company. Appropriate for the terrain Users must hold UK licence, local driver must hold local licence Drivers must hold insurance covering them to drive work vehicles abroad (if not national staff) Have suitable harnessing where appropriate and possible. In country insurance for accident, injuries and liability.	Proof of servicing, driving qualifications, servicing schedule where this is possible. For private or public hire a vehicle 3 <sup>rd</sup> party H&S assessment should be undertaken on the ground. If possible please do this every six months. Insurance should cover: 1) Damage, Fire or Theft of the marine vehicles (optional) 2) Third Party injury or property damage (3 <sup>rd</sup> party liability) 3) Injury to any Passengers where Global Vision could be held liable (Passenger liability)	Non-compliant
4.2	Marine vehicles	Have in country worthiness licensing where this is available and appropriate. Driven by qualified or appropriately trained operative Drivers must hold insurance covering them to drive work vehicles abroad (if not national staff) Engines serviced according to manufacturers recommendations To have secure and correct seating for all passengers Appropriate for sea conditions In country insurance for accident, injuries and liability.	Provision of photographs to prove as such Details of servicing, agents, documentation For private or public hire a vehicle 3 <sup>rd</sup> party H&S assessment should be undertaken on the ground. Insurance should cover: 1) Damage, Fire or Theft of the marine vehicles (optional) 2) Third Party injury or property damage (3 <sup>rd</sup> party liability) 3) Injury to any Passengers where Global Vision could be held liable (Passenger liability)	Compliant
4.3	Aircraft	Internal aircraft should have a vehicle risk assessment undertaken on the ground by the group leader or a suitably appointed representative.	Use of commercial airlines which have risk assessments undertaken by ground staff.	Compliant
<b>5</b>	<b>Volunteer training and selection</b>			
5.1	Terms and conditions	Proof correct, legally correct and fair terms and conditions		HQ
5.2	Information	Marketing and Advertising material that correctly represents the scope and associated hazards of volunteer activities.	Check information	HQ
5.3	Induction	A clear induction procedure with all relevant preparation information provided	Check information to include <ul style="list-style-type: none"> <li>• Cultural and geographical aspects</li> <li>• Programme objectives</li> <li>• Kit requirements</li> <li>• Medical requirements</li> <li>• Health and hygiene</li> <li>• Accommodation and food</li> <li>• Timetables</li> <li>• Communications</li> <li>• Daily routine</li> <li>• Staff</li> <li>• Code of conduct and key regulations</li> <li>• Boundaries and behaviour</li> </ul>	Compliant

5.4	Medical	Medical screening of candidates. Candidates inappropriate for activity denied. Medical form sent to HQ, medical follow up in country, medical forms to travel with volunteers/staff to site	Check procedure	HQ
5.5	Equipment	Where equipment is not provided, clear kit lists are to be backed up with guidance in the UK.		HQ
5.6	In country induction and training	Evidence of correct in country orientation, induction and training for activities to be undertaken		Compliant
<b>6</b>	<b>Medical</b>			
6.1	Forms	Correct medical forms with relevant clear information approved by a panel of medical experts. Correct notes for GPs and doctors to enable them to give succinct relevant information. Evidence of follow up where necessary. Prevention of participation in activities should a declared medical condition preclude an individual	Securely held	Compliant
6.2	Provision	Correct and justifiable use of medical personnel and equipment relevant to location, activity, and terrain	Take into account country, terrain, activity, proximity to medical facility.	Compliant
6.3	Medical Kits	Project medical kits that are relevant to activity, country, terrain, proximity to medical facility. Contents reviewed regularly. Items included that require qualification to use should not be used without.	Record use	Compliant
6.4	Medical Reviews and Advisors	As a minimum a bi-annual review of medical procedures and inventories undertaken by key senior staff, doctors and medical specialist in the field of activity.		N/A
6.5	Oxygen	Where activity requires oxygen for emergency purposes this is to be adequate, in service and in good quality. O2 therapy to be in place and approved by a doctor	For Scuba Diving- A full cylinder and regulator on each boat in operation and a clinical cylinder and regulator at the main programme site	Compliant
6.6	Medical Evacuation	Workable evacuation plans specific to each project	Up to date contact information, evidence of testing of procedures regularly	Compliant
6.7	Key documents	Key documents required for medical evacuation are kept in a safe, secure and accessible place.	Passport, insurance, emergency money, medical form	Compliant
6.8	Recompression	Details of an in service re-compression chamber included in emergency plans where scuba diving activities take place		non-compliant Evacuation at present is to CWM hyperbaric unit, who will arrange onward evacuation to closest international recompression chamber as soon as possible
<b>7</b>	<b>Specific Safety Equipment</b>			
7.1	Trekking	Ropes are within limits and not past retirement, climbing gear is in good condition and replaced when worn. Helmets worn where needed. All participants wear correct footwear and clothing and use correct safe personal equipment. All users of stoves and other dangerous equipment are fully trained and assessed safe by staff/leaders before use. Fall protection equipment to follow manufacturing guidelines and FPE legislation. Equipment not to be used outside of the parameters of manufacturers instructions.		N/A
7.2	Scuba Diving	All regulators to be serviced every 12 months unless local law states sooner All tanks to be visually tested every two years unless local law states sooner All tanks to be hydrostatically tested every five years unless local law states sooner Buoyancy Control Devices are checked periodically. Punctured BCDs are		Compliant

		replaced not repaired Surface Marker Buoys used for all activities involving programme participation in the water.		
7.3	Operational Procedures	An operation manual that as a minimum states procedures for all activities undertaken. Where guidelines already exist these should be referred to and made available rather than regurgitated. To be available to all GVI staff, to be available to volunteers in a useable format upon request		Compliant
<b>8</b>	<b>Documentation and Legal Requirements</b>	<b>This section is only relevant for certain parties do not complete if this section is not relevant to you</b>	<b>HQ ONLY</b>	
8.1	Insurance	As a minimum <ul style="list-style-type: none"> <li>• public liability insurance – 5 million GBP</li> <li>• employers liability insurance – 5 million GBP</li> <li>• product liability insurance</li> <li>• travel cover for UK office staff overseas</li> <li>• medical cover for all paid field staff</li> <li>• volunteers travel insurance (can be obtained personally)</li> </ul> <p>These insurances should be set at a level which is acceptable for the activities likely to be undertaken</p>		HQ
8.2	Bonding	Adherence to EEC directive 90/314/ECC where this is appropriate. Bonding with a relevant agency where this is necessary by law		HQ
8.3	Risk assessments	Risk assessments that fulfil the requirements of the HSE guidance on undertaking risk assessments in the workplace		Compliant
8.4	Loco Parentis	For companies who take volunteers under the age of 18, proof of a distinct policy in their operations manual.	Should include details on alcohol, repatriation and duty of care	N/A
8.5	Fire regulations	Appointment of a fire officer on all static sites and a clearly defined procedure in the case of fire. Fire buckets/extinguishers close by to open fires and stores of fuel. A separate storage areas for fuels, flammable liquids and dangerous/hazardous materials For permanent or long term sites housed in buildings, fire extinguishers/fire buckets, signage and smoke alarms in each room.		Compliant
<b>9</b>	<b>Volunteer Feedback</b>			
9.1	Feedback forms	A proven process and a set feedback form covering all aspects of the experience, proof feedback is listened to and actioned upon where appropriate. Forms should include <ul style="list-style-type: none"> <li>• Overall experience</li> <li>• Whether expectations were met</li> <li>• Comments on staff</li> <li>• Comments on equipment, both personal and company</li> <li>• Specific difficulties</li> <li>• Comments on safety and responsibility</li> <li>• A section for further comments</li> </ul>	Auditor to take a random sample of forms and to assess	Compliant
<b>10</b>	<b>Staff Feedback</b>			

10.1	Reports	Staff to produce timely reports and handover documents	Compliant
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