

ART IN TANZANIA

INTERN HEALTH & SAFETY POLICY

Document type	Policy
Applies to	All interns and volunteers
Jurisdiction	Art in Tanzania compound, Dar es Salaam
Version	2.0
Effective date	19 June 2024
Next review	December 2026
Approved by	Kari Korhonen, Program Director

1. Purpose & Scope

This policy sets out Art in Tanzania's commitment to protecting the health, safety, and wellbeing of all interns and volunteers (collectively referred to as "interns") throughout their placement. It aligns with the standards applied to permanent staff members and is guided by applicable Tanzanian occupational health and safety legislation.

This policy applies to:

- All interns and volunteers residing at or working from the Art in Tanzania compound
- All programme activities, excursions, and travel conducted as part of the placement
- Staff responsible for supervising interns

2. Policy Statement

Art in Tanzania is committed to providing a safe and healthy environment for everyone at its compound. We will, so far as is reasonably practicable:

- Identify and manage hazards and risks before they cause harm
- Provide adequate first-aid resources, equipment, and trained personnel
- Ensure all interns receive a safety induction before beginning programme activities
- Maintain clear emergency procedures and communicate them to all interns
- Review this policy at least every six months and update it as necessary

3. Responsibilities

3.1 Management

- Ensure this policy is implemented, communicated, and reviewed regularly
- Provide resources for first aid, fire safety equipment, and staff training
- Investigate all accidents and near misses, and act on findings

3.2 Staff

- Carry out their work in a manner that does not endanger themselves or interns
- Report hazards, accidents, and near misses promptly
- Participate in health and safety training and refresher courses

3.3 Interns & Volunteers

- Follow all safety instructions and procedures
- Report any accident, injury, or safety concern to a staff member immediately
- Ensure their emergency contact details and insurance information are filed with the programme coordinator before commencing the placement

4. Risk Assessment & Common Hazards

Art in Tanzania does not assign interns to high-risk programme activities. Nevertheless, the following everyday hazards have been identified and mitigated:

Hazard	Likelihood	Control Measures
Slips & falls (wet surfaces)	Medium	Non-slip mats; wet-floor signage during rainy season; interns advised to wear suitable footwear
Sporting injuries	Low–Medium	Warm-up routines; qualified supervision; first-aid kit on site during activities

Public transport incidents	Medium	Buddy system encouraged; emergency contact numbers carried at all times
Tropical illness / insect bites	Medium	Interns advised on malaria prophylaxis, repellent use, and adequate hydration
Fire	Low	Fire extinguishers at all key locations; annual professional inspection; evacuation plan posted
Theft or personal security	Low–Medium	Orientation briefing on local safety awareness; secure storage for valuables

5. First Aid & Medical Emergencies

5.1 First-Aid Resources

- First-aid kits are located in the office and in each dormitory building. Kits are checked and restocked every three months.
- At least one staff member with a current first-aid certificate is present at the compound during programme hours.
- Visiting medical interns contribute to health and safety oversight of the compound where applicable.

5.2 Emergency Action Steps

In the event of a medical emergency:

- Ensure the scene is safe before approaching the casualty.
- Call the Art in Tanzania emergency contact number immediately.
- Apply first aid as trained until professional help arrives.
- Contact the nearest medical facility (list of dispensaries and hospitals held in the office and dormitories).
- Complete an incident report form within 24 hours (see Section 8).

Key Medical Contacts (updated on notice boards in office & dormitories)

- Nearest dispensary: name, address & telephone — see compound notice board
- Nearest hospital: name, address & telephone — see compound notice board

- Emergency services: 112 (general emergency, Tanzania)
- Art in Tanzania on-call number: displayed at compound entrance

6. Fire Safety & Emergency Evacuation

6.1 Fire Extinguishers

- Fire extinguishers are installed at all critical areas of the compound, including the office, dormitories, kitchen, and common areas.
- All extinguishers are inspected and tested by a qualified technician once per year.
- Staff are trained in the correct use of fire extinguishers.

6.2 Evacuation Procedure

- Evacuation routes and assembly points are posted in all rooms and at corridor exits.
- In the event of a fire: leave the building immediately via the nearest marked exit, do not use lifts, and proceed to the designated assembly point.
- A roll call is conducted at the assembly point by the designated fire marshal.
- Emergency services (112) should be called as soon as it is safe to do so.
- No one may re-enter a building until authorised by the fire marshal or emergency services.

6.3 Fire Drills

A fire evacuation drill is conducted at least once per year and whenever a significant new intake of interns arrives at the compound.

7. Transportation Safety

Interns who use public transport or travel off-compound are advised to observe the following precautions:

- Always carry the Art in Tanzania emergency contact number and the contact number of your assigned staff member.
- Use the buddy system — avoid travelling alone, especially after dark.
- Use only reputable and recommended transport providers; avoid unmarked vehicles.
- Inform a staff member of your travel plans and expected return time whenever leaving the compound.
- Keep valuables secured and out of sight when using public transport.

8. Accident, Incident & Near-Miss Reporting

All accidents, injuries, illnesses, and near misses — however minor — must be reported to a staff member promptly and recorded in the Art in Tanzania Incident Log.

The Incident Log records:

- Date, time, and location of the incident
- Name(s) of those involved
- Description of what happened and how
- Any injuries sustained and first-aid treatment given
- Actions taken and any follow-up required

Completed incident records are reviewed by the Program Director at each six-monthly policy check. Patterns or repeated incidents trigger a formal risk re-assessment.

9. Mental Health & Wellbeing

Art in Tanzania recognises that living and working in an unfamiliar environment can be personally challenging. We are committed to supporting interns' mental health and emotional wellbeing throughout their placement.

- Ongoing health and wellbeing topics — including mental health — are discussed in weekly house meetings, creating an open and supportive environment.
- Interns are encouraged to speak to any staff member if they are experiencing difficulties, stress, or homesickness.
- Where an intern requires additional support, the Programme Director will assist in identifying appropriate resources, including contact with a counsellor or the intern's home institution.
- Interns experiencing a mental health crisis should contact the on-call staff member immediately, who will assist in accessing local professional services as needed.

10. Insurance & Emergency Contacts

All interns are required to hold adequate personal travel and health insurance for the full duration of their placement.

10.1 Before Arrival

- Interns must submit proof of insurance coverage and the name and contact details of their emergency contact person (back home) via the booking system before arrival.
- Insurance documentation is stored securely in the programme management system and is accessible to staff in an emergency.

10.2 On Placement

- A copy of each intern's insurance policy reference number and emergency contact is kept at the office and is accessible to on-duty staff at all times.
- Interns are advised to keep a copy of their insurance documents and emergency contacts on their person, particularly when travelling off-compound.

11. Training & Induction

Health and safety training is delivered at multiple touchpoints to ensure all interns and staff are informed and prepared:

Programme orientation	All interns receive a full health and safety induction — covering emergency procedures, first-aid kit locations, fire evacuation routes, and key contacts — before commencing activities.
Weekly house meetings	Ongoing health and safety topics are discussed with the whole team and participant group each week.
Staff first-aid training	Relevant staff members hold current first-aid certificates and attend refresher training as required.
Annual staff training	All staff receive a formal health and safety update at least once per year.
New staff induction	Every new staff member completes health and safety education as part of their onboarding before working with interns.
Six-monthly policy review	The full policy is reviewed by the Program Director every six months, with any updates communicated to all staff and interns.

12. Policy Review

This policy is reviewed every six months by the Program Director. Reviews are brought forward if:

- A significant accident or incident occurs
- Changes in Tanzanian legislation or organisational practice require updating
- Staff, interns, or other stakeholders raise concerns that warrant policy revision

Version history:

Version 1.0	19 June 2024 — Initial policy issued
Version 2.0	May 2026 — Full review and expanded policy issued

13. Declaration

This policy has been approved and is in effect from the date shown below.

Location	Dar es Salaam, Tanzania
Date	19 June 2024
Approved by	Kari Korhonen, Program Director
Next review due	December 2026



Kari Korhonen

Program Director, Art in Tanzania

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