

## Health/ Sanitation/ Safety/ Environment check list for bases

**What are the common health and safety concerns on this base and what is being done to address/prevent these?**

### Sanitation

Do not risk the health of staff through poor hygiene. Personal hygiene as well as keeping base clean is very important. Outreach teams and visitors to Africa need to be aware of health guidelines.

- € Frequent bathing helps prevent skin infections and rashes etc.
- € Certain germs may be spread through the air so people should not spit on the floor and should always cover their mouth if coughing or sneezing.
- € Many infections of the gut (e.g. intestinal worms, diarrhoea, dysentery, hepatitis, typhoid fever and cholera) are spread from one person to another because of poor hygiene such as dirty hands or contaminated food or water.
- € Hands should be washed after using the toilet and before eating. Make sure there are hand washing facilities close to all latrines, bathrooms, kitchens and dining rooms. There should always be a supply of clean water and soap (if hand towels are provided, they should be clean). **See attachment: Wash your hands**
- € Cover open cuts or burns with a waterproof dressing. **See attachment: HIV & AIDS policy**
- € Clean the house often. Sweep and wash the floors, walls, and beneath furniture.
- € Use traps or poison to stop rats breeding (or get a cat).
- € Hang or spread sheets and blankets in the sun often. If there are bedbugs or scabies, wash beds with sheets and blankets – all on the same day.
- € Certain diseases such as hookworm can enter a person's bare feet. In areas where hookworm is common, do not go barefoot or allow children to do so.
- € Animals such as pigs, dogs, goats, chickens etc may spread intestinal disease and worm eggs. Wash hands after handling animals. Do not allow animals into areas where children play.

### Children

- € Make sure that children are always under the supervision of an appropriate adult on base (**see Child Protection guidelines**).
- € Take extra precaution to watch young children who are close to roads or driveways, fires, stoves, other dangerous appliances and animals.
- € Watch what children eat – for example fruit that has fallen to the ground must be washed before eating.

### Property

- € Make sure area around housing is clean.
- € Do not allow grass or vegetation to become too bushy as this will encourage snakes.
- € Do not have any free standing water around houses as this provides a breeding site for mosquitoes. **See attachment: Malaria policy.**
- € If there is no collection system, burn all garbage/rubbish that can be burned. Other garbage should be buried in a special pit or place far from the houses and from the water sources. **See attachment: Household rubbish**

## **Insects**

- € Prevent insect borne diseases such as malaria by using screens and bed nets treated with insecticide. **See attachment: Malaria policy.**
- € Fill in cracks and holes in the floor or walls where cockroaches, bedbugs and scorpions can hide.

## **Kitchen**

### **(a) Hygiene in kitchen:**

- € Cover open cuts or burns with a waterproof dressing.
- € Wash hands after using the toilet and before handling food.
- € If handling food, keep fingernails short and clean.
- € People suffering from diarrhoea, sore throat, cough, vomiting or head cold must not handle food.
- € Kitchen and food store shelves, cupboards, drawers, sinks, ovens, all surfaces and floors must be kept clean.
- € Cleaning materials should **not** be stored next to foods.
- € Always use clean T towels and dish cloths. Never use the same cloth for drying dishes to dry your hands.
- € Dustbins should be covered with lids and be emptied regularly and kept clean.
- € Protect food from bacteria in the air and flies by keeping food covered.
- € To prevent contamination, use separate chopping boards and knives for cooked and uncooked foods.
- € Wash food before preparing (this will remove dirt and also chemicals that may have been sprayed on food to prevent pests/insects).
- € Thoroughly cook food especially meat, poultry and eggs.
- € Rats, mice, cockroaches, flies and other insects must be controlled:
  - Block any holes in building where rats may enter.
  - Use screens to keep flies out.
  - Store all food supplies off the floor
  - Keep food in lidded containers where practical.
  - Do not allow waste to accumulate in the kitchen or outside.

For more information see **attachment: Guidelines for Duties in the Kitchen**

### **(b) Leftover food**

- € if food is to be heated again, reheat only once, and then discard what is left.
- € if food is eaten cold, use within 48 hours.
- € take extra care with meat, fish, poultry and egg dishes and dishes containing milk or cream.
- € *if in doubt, throw it out.* **See attachment: Food safety**

### **(c) Knife safety**

- € When carrying knives, the points should be held downwards.
- € Knives on the table must be placed flat and not project over the edge of table.
- € Never misuse knives.
- € After use wash, rinse, dry and safely put away. Do not leave in the sink.
- € Do not allow children to play with knives!

### **(d) Smoke pollution**

- € If cooking using smoke producing fires, cook in an open place to prevent smoke inhalation.

## Water

- € Water that does not come from a pure water system should be boiled or filtered before drinking. Regularly clean drinking water containers.
- € Do not swim or paddle in water such as rivers or lakes where there is a possible risk of crocodiles, hippos or parasites such as bilharzia.

## First Aid

- € Each base and every base vehicle should have a first aid box. Outreach teams should also carry their own first aid kit. The following is a suggested guide for box contents:
  - o general first aid guide card
  - o 20 individually wrapped water dressing of various sizes
  - o 4 x 25g cotton wool packs
  - o 12 safety pins
  - o 2 triangular bandages
  - o 2 sterile eye pads with attachments
  - o 4 medium sized sterile un-medicated dressing
  - o 2 large sterile un-medicated dressing
  - o 2 extra large sterile un-medicated dressing
  - o Tweezers
  - o Scissors
  - o Surgical gloves
  - o Medication such as antidiarrhoeals, antiseptic cream, oral rehydration sachets, etc.
- € Disposable syringes, needles and intravenous kits should be added to first aid kits if YWAM staff or teams are in places where there is no guarantee of the proper sterilization of such materials. **See attachment: HIV & AIDS policy**

## Fire

- € Passageways must be kept clear at all times.
- € Staff must be aware of fire exits and what to do in the event of a fire.
- € Are fire extinguishers available?
- € If available post the contact number for fire brigade and the local fire procedure on a notice board for all staff and students to see.

Please prevent any fire hazards or burns such as:

- € Make sure power plugs are turned off before cleaning electrical equipment.
- € Make sure that there are no trailing electrical wires.
- € Repair faulty electrical sockets and do not overload sockets.
- € Do not have wet hands when handling plugs etc.
- € Take care if gas is turned on but not alight.
- € Pan handles should not protrude over the stove.
- € Do not leave any fires or candles unattended.
- € Take great care when carrying containers of boiling water or very hot food.

## Environment

- € Find out what can be recycled locally such as paper, bottles, and cardboard.
- € Do not produce excess waste (e.g. re-use paper if only written on one side, and re-use envelopes, plastic bags etc. when possible.)
- € See attachment: **Household Waste Management**
- € Turn off lights and all appliances/equipment such as TV when not in use.
- € Do not use excess water and always make sure taps are turned off after use.
- € Look for ways to save energy such as only use as much cooking fuel as necessary, soak beans overnight before cooking, etc. Don't over boil food and always switch off stove when finished. See attachments: **The hot pot and soaking beans**

- € Only fill electric kettle with the amount of water required.
- € Walk or ride a bicycle to save on fuel.

## **Security**

- € Keep fences secure and gates/doors locked at night.
- € Depending on location, make sure security systems are in place and that staff/students and their valuables are not at risk.
- € All staff/students should be aware of their responsibility for security systems on base.

## **References:**

Practical Cookery 10<sup>th</sup> Edition Professor David Foskett, Victor Ceserani, Ronald Kinton 2004 pages 2-16  
The theory of catering 10<sup>th</sup> edition Professor David Foskett, Victor Ceserani, Ronald Kinton 2003 pages 368-371  
Hospitality Management Food Studies 1 Theory Manual Volume 6, Hospitality Vision 206 page 29  
Where There Is No Doctor David Werner Revised Edition pages 136-140

## **Attachments:**

- Wash your hands (TALC)
- Household rubbish (Footsteps 59, 2004)
- Malaria policy (YWAM Africa, 2005)
- Guidelines for Duties in the Kitchen (J van Niekerk, 2007)
- Food safety (SPC factsheet 6, 2002)
- HIV & AIDS policy (YWAM International, 2006)
- Household Waste Management (Footsteps 59, 2004)
- The hot pot (Footsteps 46)
- Soaking beans (Vegetarian Kitchen, Sarah Brown, 1985 pg 122-123)
- Child Protection Guidelines YWAM 2007