

## Annex 11: Health and Safety Plan Template



### **Community Health and Safety Plan**

**February 28<sup>th</sup> 2023**

**CEPF Grant**

**113415**

**Fauna & Flora**

**International**

***Building Caribbean civil society capacity in delivering sustainable financial strategies***

**Lesser Antilles Islands**

## **Grant Summary**

1. Grantee organization: Fauna & Flora International
2. Sub-project title: Building Caribbean civil society capacity in delivering sustainable financial strategies
3. Grant number: 113415
4. Grant amount (US dollars): USD 249,895
5. Proposed dates of grant: June 1<sup>st</sup> 2023–June 1<sup>st</sup> 2025
6. Countries where activities will be undertaken: Antigua and Barbuda, Saint Lucia, and Saint Vincent and the Grenadines, Dominica
7. Date of preparation of this document: 28<sup>th</sup> February 2023

### **8. Project components:**

This project aims to build the capacity of 4 partner civil society organizations (CSOs), and early-career conservationists, working in Key Biodiversity Areas (KBAs) in the Caribbean, to sustainably finance their organizations through training, mentoring, and support to develop sustainable finance strategies, organizational resilience, ecotourism product development, and proposal writing and project design skills. The long-term impact the project contributes to is strengthened financial resilience of Caribbean CSOs, securing long-term sustainability of conservation interventions and outcomes. Two years after project end, we anticipate an additional USD 400,000 in funding will have been secured by Caribbean CSOs and conservationists supported by this project.

The project's activities are based around four components: i) sustainable finance strategy training, development and implementation for 4 target CSOs working in Caribbean KBAs; ii) proposal writing and fundraising training, development and implementation for early-career conservationists working in Caribbean KBAs; iii) ecotourism product development and implementation by the 4 target CSOs, and iv) organizational and financial resilience training, support, and networking for the target 4 CSOs.

The four target CSOs are established partners of Fauna & Flora, with whom we have strong, existing relationships. The four organizations are:

- Environmental Awareness Group (EAG) – Antigua and Barbuda
- St. Lucia National Trust (SLNT) - Saint Lucia
- Union Island Environmental Alliance (UIEA) – St Vincent and the Grenadines
- Science Initiative for Environmental Conservation and Education (SCIENCE) - St Vincent and the Grenadines

Activities under this project will mainly take the form of: training workshops, in person in Saint Lucia and a location yet to be determined, and online; desk-based work; ecotourism site exchange visits in Dominica; networking/engagement meetings online; and remote, online one-to-one mentoring and support between Fauna & Flora and our partner CSOs and early-career conservationists engaged on the fundraising and project design training course. These activities pose minimal risks to the health and safety of communities as the project is not working directly, or indirectly, with local communities in any of the project countries. It is too early to say whether any ecotourism products developed by the participating CSOs will present any health and safety risks to communities, but any such risks will need to be assessed and discussed with CEPF as part of the development of these products under Component 3.

Health and safety risks posed by this sub-project’s activities predominantly relate to the local and international travel of Fauna & Flora staff, contracted facilitators, and participants (CSO representatives) to attend training workshops and a 7-day exchange visit with a Dominican ecotourism provider.

This is a living document and will be updated to meet any changes in the circumstances of the sub-project.

9. **Risks to community health and safety:**

Table 1: Risks to community health and safety

Activity	Risk description	Probability	Severity
All activities.	Fauna & Flora staff suffer prolonged illness that prevents ability to deliver activities. No risk to communities.	Low	Medium
<b>Component 1: Financial sustainability workshops, mentoring, and facilitated development of sustainable financing plans for 4 CSOs.</b>			
In-person, one-week workshop on organizational financial sustainability planning, c.12 participants from 4 CSOs (no community members). Travel and workshop delivery.	No risk to communities.	NA	NA
	Travel health and safety risks for Fauna & Flora staff.	Low	Low
	Travel health and safety risks for CSO workshop attendees, and non-Fauna & Flora facilitators.	Low	Low
	Natural disaster: environmental (hurricane, flooding, drought) disrupts workshop delivery.	Low	High
	Transmission of communicable diseases, such as Covid-19, to local stakeholders.	Medium	Medium
	Risk to CSO staff: Project team staff misuse the status/ power/ authority inferred through this project (e.g., sexual exploitation, abuse and harassment).	Low	High
	Workshop venue health and safety risks.	Low	Low
	Safety risk of accommodation for staff and participants.	Low	Low
Desk-based collation of information; online/remote communications (mentoring/support) with 4 CSOs staff/representatives.	No risk to communities.	NA	NA
	Risk to CSO staff: Project team staff misuse the status/ power/ authority inferred through this project (e.g., sexual exploitation, abuse and harassment).	Low	High
<b>Component 2: Project design and fundraising capacity building for 32 (16+16) conservationists in the Caribbean, including early career individuals and staff from the 4 target CSOs (50% men/50% women).</b>			
Desk-based research and organization of in-	No risk to communities.	NA	NA

person workshops, including participant selection (e.g., interviews), participant surveys (e.g., learning needs), collaboration with contracted facilitator, and post-workshop support to participants online/remotely (no community members).	Risk to workshop participants (CSO staff/representatives and early career conservationists; no community members): Project team staff misuse the status/ power/ authority inferred through this project (e.g., sexual exploitation, abuse and harassment).	Low	High
5-day in-person workshops for c.16 participants (early career conservationists and target CSO representatives) in the Caribbean (specific location TBC).	No risk to communities.	NA	NA
	Travel health and safety risks for Fauna & Flora staff.	Low	Low
	Travel health and safety risks for CSO workshop attendees and non-Fauna & Flora facilitators.	Low	Low
	Natural disaster: environmental (hurricane, flooding, drought) disrupts workshop delivery.	Low	High
	Transmission of communicable diseases, such as Covid-19, to local stakeholders.	Medium	Medium
	Risk to participants (no community members): Project team staff misuse the status/ power/ authority inferred through this project (e.g., sexual exploitation, abuse and harassment).	Low	High
	Workshop venue health and safety risks.	Low	Low
	Safety risk of accommodation for staff and participants.	Low	Low
<b>Component 3: Sustainable eco-tourism models and product development for 4 CSOs.</b>			
Desk-based/remote communications and support from Fauna & Flora to staff/representatives from 4 CSOs on ecotourism product development, pre-exchange trip logistics and organization, and post-trip reviews/feedback/reports and business plan development (no community members).	No risk to communities.	NA	NA
	Risk to CSO staff/representatives (no community members): Project team staff misuse the status/ power/ authority inferred through this project (e.g., sexual exploitation, abuse and harassment).	Low	High
7-day exchange trip to Dominica for 8–12 participants (CSO staff/representatives; no community members).	No risk to communities.	NA	NA
	Travel health and safety risks for Fauna & Flora staff.	Low	Low
	Travel health and safety risks for CSO workshop attendees.	Low	Low
	Natural disaster: environmental (hurricane, flooding, drought) disrupts workshop delivery.	Low	High
	Transmission of communicable	Medium	Medium

	diseases, such as Covid-19, to local stakeholders.		
	Risk to participants (no community members): Project team staff misuse the status/ power/ authority inferred through this project (e.g., sexual exploitation, abuse and harassment).	Low	High
	Safety risk of accommodation for staff and participants.	Low	Low
Testing and launch of ecotourism products delivered by 4 CSOs in their countries of operation.	Risk to communities living in/adjacent to the KBAs in which the 4 CSOs work, will be assessed as part of the ecotourism product development, in consultation with CEPF. At time of writing, proposed ecotourism activities do not involve community members, and so the risk is judged to be low.	Low	Low
<b>Component 4: Online Financial Resilience training for conservationists working in the Caribbean Islands region.</b>			
Desk-based/online/remote: communications and support from Fauna & Flora to staff/representatives from 4 CSOs; online training course topics, logistics and organization; promotion of training course, and development of open access e-learning course materials and translation.	No risk to communities.	NA	NA
	Risk to training course participants (no community members): Project team staff misuse the status/ power/ authority inferred through this project (e.g., sexual exploitation, abuse and harassment).	Low	High
<b>Component 5: CEPF project management and monitoring.</b>			
Desk-based monitoring and evaluation and report writing.	No identified risks.	NA	NA

10. Risk mitigation measures:

Table 2: Mitigation measures

Risk description	Mitigation measure	Mitigation description
Staff suffers prolonged illness that prevents ability to deliver activities.	Minimize	Workload and staffing contingency plans will be put in place with staff providing support to key roles so they are able to take over if required at short notice. Handover plans will be in place to ensure continuity. Wellbeing and staff support structures are in place for Fauna & Flora staff and staff will have flexible workloads.
Project team staff misuse the status/ power/ authority inferred through this project.	Mitigate	All staff is expected to adhere to the code of conduct to prevent any abuse of uneven power dynamics and have reporting processes in place for any breaches or concerns. Fauna & Flora has a mandatory Safeguarding Children and Vulnerable Adults Policy & Procedure, which requires all staff to complete safeguarding training. Adherence

		to the Safeguarding Policy and Procedure is passed down to partners and contracted consultants through consultancy contract terms and conditions and MoU terms and conditions. The sub-project will also apply the Grievance Mechanism developed in line with CEPF's requirements, including disseminating the Mechanism to all stakeholders, partners and beneficiaries of the sub-project activities.
Natural disaster: environmental (hurricane, flooding, drought) disrupts workshop delivery.	Minimize	See section (12), below.
Transmission of communicable diseases, such as Covid-19, to local stakeholders.	Avoid	See section (11), below.
Workshop venue health and safety risks.	Avoid	A Venue Health and Safety Risk Assessment (see example attached) will be carried out for any training venue that will be used. The risk assessments will be used to select training venues as well as request possible changes/mitigation by the venue management to increase safety. Any possible risks and safety procedures will be communicated to all attendees, to increase risk awareness and help avoid health and safety issues. If the risks are deemed to be too high for the staff or participants then an alternative site will be selected. Venues will also have to provide insurance and liability coverage in case of accidents on-site. Fauna & Flora's Health and Safety Policy (that applies to Fauna & Flora's employees and also those who come into contact with its activities) will be followed.
Safety risk of accommodation for staff and participants.	Avoid	Accommodation will be assessed to ensure that it is safe and has safety and security requirements needed, including lockable rooms, private washing facilities, and a phone line to ask for assistance in the event of any incidents. Copies of insurance will also be requested to ensure liability coverage in case of accidents.
Travel health and safety risks for Fauna & Flora staff.	Avoid	Fauna & Flora has a Travel Policy and Procedure, covering the following responsibilities: 1. Ensuring that employees are not deployed to highly unstable or unpredictable environments without an appropriate risk assessment being undertaken. 2. Ensuring that employees are not obliged to travel to areas where they feel that the risk to their personal safety and security is unacceptable. 3. Ensuring that travelers are aware of, and have access to, reliable sources of advice and information on the health, safety & security risks involved in the travel they undertake on behalf of the organization. 4. Securing adequate and appropriate travel insurance cover against reasonable risks and providing a 24-hour point of contact in

		<p>emergencies.</p> <p>5. Meeting the costs of all necessary and advisable immunizations/vaccinations, anti-malarial tablets and other essential medical provisions for authorized overseas travel.</p> <p>6. Ensuring that there is a system in place so that Fauna &amp; Flora knows the location and contact details of travelers throughout the duration of any international trips they take.</p> <p>All staff has access to the Solace Global Travel Risk Management Portal which provides them with essential country information, contact numbers and alerts.</p> <p>If there is any sudden spike in instability that in very rare cases cannot be avoided, then a review will be carried out into whether sub-project activities that require travel need to be postponed, rescheduled, canceled, or replaced with remote/online alternatives.</p> <p>Participants will be provided with key information such as local medical facilities, police stations, embassies, and so on, in case of an incident.</p>
<p>Travel health and safety risks for workshop participants and non-Fauna &amp; Flora facilitators.</p>	<p>Minimize</p>	<p>Fauna &amp; Flora will provide non-Fauna &amp; Flora participants and facilitators with country information and risks that they should be aware of before travel, such as safety protocols for people to adhere to while traveling. Non-Fauna &amp; Flora participants will have an opportunity to feedback any questions or issues they may have. All non-Fauna &amp; Flora participants will be requested to obtain their own travel insurance and venue insurance. Where Fauna &amp; Flora is providing/paying for the transport overseas, we will ensure it is safe to travel.</p>

**11. Measures to avoid risk of COVID-19:**

At the time of writing, all four sub-project countries have deemed the risks from Covid-19 to be low enough to have lifted almost all restrictions that affect travel. However, Fauna & Flora recognizes that the appropriate measures may change unexpectedly at any time, and so will keep abreast of national and international guidelines and regulations. Staff and participants will adhere to all national rules in place whilst in country. All staff and participants will be required to take covid tests before arrival to ensure no spreading of covid can occur during in-person sessions. A level of social distancing will also be in place during the sessions, and PPE and protective measures will be put in place to ensure the risk of infection is limited.

Should an outbreak occur, national and international guidance will be followed and the project suspension plan may be implemented. Protocols and risk assessments will be established to determine if there is a manageable risk profile to continue operations. Project deliverables will be re-examined, and rescheduled or adapted as appropriate to prioritize the health and safety of staff,

participants and stakeholders. We will explore online alternatives to in-person meetings or reschedule meetings where possible. The project suspension plan will be implemented for Fauna & Flora staff and stakeholders in infected areas and Fauna & Flora will coordinate with medical health NGOs for information and collaboration.

**12. Emergency preparedness and response plan:**

In-country activities (workshops and exchange visit) will be scheduled outside of the Caribbean's peak hurricane season. Staff will adhere to the organization's security policy as well as security protocols relating to natural hazards/disasters and emergencies. We will maintain close contact with project partners and RIT operating in countries where workshops and trips are due to take place and have contingency and emergency planning in place should a significant environmental or political event occur. We will pay close attention to weather warnings and alerts, as well as gain real-time information from government and national media to ensure that effective decision-making can take place regarding the safety of any trips. An earthquake protocol and contingency planning will be in place as well as pre-trip planning and check-in procedures to ensure the risk remains low to staff and beneficiaries. If a major event occurs, such as a natural disaster, we will follow national advisories and a project suspension plan will be followed. We will re-examine the schedule and scope of project deliverables, and explore alternative options for in-person delivery where possible, such as moving workshops online, should rescheduling in-person meetings not be feasible. We will resume operations only once it is safe and feasible to do so, and in consultation with CEPF and all stakeholders.

**13. Measures to mitigate risks relating to security personnel:**

This project does not involve any support to, or involvement of, security or law enforcement personnel, such as rangers, etc.

**14. Timeline and resources:**

Mitigation measures described under sections (10) to (13) above will be implemented throughout the timeframe of the sub-project. Resources needed have been built into the sub-project budget as follows:

- Staff time for workshop planning and delivery, including completing venue risk assessments, and adhering to the Fauna & Flora Travel Policy and related procedures (USD 82,044).
- Telecommunications, for non-Fauna & Flora facilitators when traveling abroad (USD 104).
- Medicines and inoculations for travel abroad (USD 100).
- PPE (e.g. masks and hand sanitizer) (USD 500).

**15. Monitoring arrangements:**

Fauna & Flora will establish monitoring and evaluation systems of the effectiveness of the measures listed above, as part of our activities under Deliverables 5.1 and 5.4, and will report on related efforts and results as part of our reporting activities under Deliverables 5.7 and 5.8 (see below). We will ensure regular communication and coordination with all staff, consultants and stakeholders on matters

relating to this Health and Safety Plan, and will ensure disclosure of the plan prior to sub-project implementation, as specified in section (16) below.

Relevant Deliverables for monitoring and evaluation of ESS instruments:

- 5.1: ESMF policies implemented, monitored and reported every six months to CEPF to ensure full compliance, verified through bi-annual progress reports.
- 5.4: Project monitoring systems established and operational. MV: M+E plan, programmatic reports (bi-annual, final), pre-workshop surveys, end-of-project survey, post-project survey.
- 5.7: Quarterly project financial reports and bi-annual programmatic reports to CEPF. MV: Reports.
- 5.8: Final Completion Report including assessment of project impact (Aug 2025). MV: Report.

(Means of verification, MV).

**Disclosure:**

Fauna & Flora will ensure disclosure of all environmental and social instruments, including this Health and Safety Plan, to all stakeholders, prior to sub-project implementation, and specific steps within the plan will be communicated directly to relevant stakeholders as needed. For example, as part of pre-workshop participant selection and organization engagement (all components), as part of the partnership MoUs between Fauna & Flora and the 4 participating CSOs (Deliverable 1.1), and the Participant Commitment Forms (Deliverable 2.2).

## Risk Assessment for the *[Insert Title]*

Please feel free to use this document in any way which is helpful: add to/delete from, copy and paste parts or entire thing. This document gives an overview of what to consider for all venues. Individual, interactive activities should be risk assessed separately or in the correct section below.

<b>Provider</b>		
<b>Activity Title</b>		
<b>Activity Date</b>		
<b>Activity Location</b>		
<b>Activity description</b>		
<b>Who will be exposed to the hazard</b>	<i>e.g., Building users, volunteers and members of the public</i>	
	These risk identification documents consider any hazards specific to the activity greater than everyday hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments.	
<b>Hazard</b>	<b>Control measures</b>	<b>Rating after control measured applied</b>
Interactive elements of the activity	Please list any risks and measures to be taken, associated with interactive elements of the activity for example, to avoid incidents with hazardous/unhygienic substances/objects/equipment they may be using:	Low/Medium/High
Overcrowding	<ul style="list-style-type: none"> <li><i>Inform custodians of the event well in advance – to include date, time and expected numbers, special access requirements</i></li> <li><i>Ensure room capacities are not exceeded and operate a first come, first served policy</i></li> <li><i>Provide adequate stewards for the number of people expected</i></li> </ul>	Low/Medium/High
Risks associated with refreshments		Low/Medium/High
Accidents	<b><i>For serious accidents, contact the Emergency Services immediately giving the exact location of the event</i></b>	Low/Medium/High

Fire	<p><b><i>For serious incidents, contact the Emergency Services immediately giving the exact location of the event</i></b></p> <ul style="list-style-type: none"> <li>• <i>Ensure all fire exits are kept clear</i></li> <li>• <i>Make all event stewards aware of emergency evacuation procedures and congregation points</i></li> <li>• <i>NAME (tel. number) and NAME (tel. number) are the Fire Safety Managers for the Building. Out of hours or if neither of the above is available, the contact is (tel. number).</i></li> </ul>	Low/Medium/High
Electrical equipment	<ul style="list-style-type: none"> <li>• <i>Conduct a visual inspection before using any electrical equipment</i></li> </ul>	Low/Medium/High
Housekeeping	<ul style="list-style-type: none"> <li>• <i>Before event, conduct a visual check to ensure trailing cables are tidied away or securely attached to the floor using cable covers to prevent trip hazards</i></li> <li>• <i>Staff and other volunteers involved in running the event will be made aware of general housekeeping information and actions to take in an emergency.</i></li> <li>• <i>Conduct regular checks to ensure corridors and stairways are free from clutter and trip hazards</i></li> <li>• <i>Clean up spills immediately to prevent slip hazards</i></li> </ul>	Low/Medium/High
Manual Handling		Low/Medium/High
Events discussing controversial topics		Low/Medium/High
Disruptive participants	<p><b><i>If a participant disrupts an event by talking/shouting</i></b></p> <ul style="list-style-type: none"> <li>• <i>Let the person have their say for a short time. Interrupt and thank them for their comment. Ask if they have a specific question</i></li> <li>• <i>If no question and they continue to comment or their language becomes unacceptable, interrupt and say that the audience has come to hear the speaker, that there may be time at the end of the event for constructive discussion, that we would appreciate if they allowed the event to continue and if they continue they will be asked to leave.</i></li> <li>• <i>If this negative interruption continues, ask the speakers to take a short break. Ask the custodian to ring security for support and ask the person to leave.</i></li> </ul>	Low/Medium/High

		<ul style="list-style-type: none"> <li>• <i>FOR ADVICE IN AN EMERGENCY CALL SECURITY ON (tel. number) or (tel. number). For routine advice, call (tel. number)</i></li> <li>• <i>If this behaviour continues, phone the police on (tel. number)</i></li> </ul>				
Name of assessor/ event co-ordinator:	Signature:	Date:	Supervisor/Safety Officer:	Signature:	Date:	

Please complete and adapt this risk assessment to suit your organization. Please forward a copy to the Facilities Manager. Before the event takes place, please ensure that this risk assessment is circulated to all staff and volunteers involved in running this event so that they may familiarise themselves with arrangements.