



Monitoring Risks of SEA SAFETY AUDIT



WHAT IS A SAFETY AUDIT?

The safety audit is an observational tool used to identify & record safety risks in a structured way, supporting actions to address them

Records information related to known risks of SEA & GBV in humanitarian settings

Records ways in which positive action is being taken to mitigate or address SEA

Can be used to identify risks, take action, learn what works, and improve future programs

HOW IS THE TOOL STRUCTURED?

Checklist filled out by walking around & **observing aid delivery** to visually identify potential safety risks without having to conduct interviews

Includes a list of questions on **information, access, safety, dignity, and equity**, with particular attention to vulnerable groups

Each section and question has space for **detailed, written notes and observations**, which are key for a successful safety audit

WHEN AND HOW CAN THE TOOL BE USED?



The tool can be used **during an activity or distribution**. It can be done on multiple sites or multiple days and only requires observation as opposed to interviews.



Questions can be adapted to the type of activity or service being monitored (e.g. food distribution vs educational activity), as well as to the context (e.g. refugee camp vs urban setting). You can **select the most relevant questions** in our tool.



It can be **used by M&E or Program staff who have been trained**. It should ideally be conducted by a pair (male & female), but can be done by one person. Auditor(s) move around on foot to observe before recording findings in a private location.



LEARN MORE ABOUT THE [SAFETY AUDIT TOOL](#) IN OUR [SAFER DISTRIBUTIONS TOOLKIT](#)

ADDITIONAL RESOURCES

[KoBo format](#) to add the Safety Audit directly to your Kobo account and start collecting data.

[Safety Audit Training](#) to build your team's capacity to safely and ethically use the tool.

[Planning & Tracking Spreadsheet](#) to organise your data collection process and tasks.

[Data analysis Guidance and Spreadsheet](#) to learn how to clean, store, and analyze the data collected.

[Summary Report Template](#) to help you summarize your findings and identify recommendations.

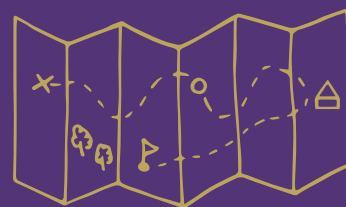
Visit our website for more resources, or email us with questions or technical support requests

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SAFETY AUDIT

A glimpse into the tool



In the table below, you can see the tool format and selected examples of questions for each section. The questions below are only an extract, and we encourage your team to explore the [full tool](#) and [toolkit](#) to see the rest of the questions!

Your organisation can either adopt and use the Empowered Aid tool as it is, or extract some questions to add into your organisation's existing tools.

INFORMATION ON THE DISTRIBUTION

| | | |
|---|---|---|
| Are all aid recipients (from young men to elderly women) informed about the criteria to receive aid & the amount? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Note observations related to sex, age, ability |
| Did this information include specific sensitization on GBV and/or SEA awareness and/or complaints mechanisms? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Briefly describe main points shared on GBV/ SEA & targeted groups |

ACCESS

| | | |
|--|---|-----------|
| Is the distribution area defined? (rope, fence, wall, etc) | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe: |
| Are there separate access points for men and women? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe: |

SAFETY

| | | |
|--|---|---|
| Overall what is the approximate # of male staff/ volunteers, and female staff/volunteers, at the distribution point? | # females # males | Describe: |
| Were they wearing visibility items? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Is there a clear method for handling distribution complaints? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Briefly describe (include details on accessibility) |

DIGNITY & EQUITY

| | | |
|---|---|--|
| Are there latrines at the distribution? Are they sex-segregated? Are they lockable? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe any risks related to sex, age, and ability identified at latrines |
| Did this information include specific sensitization on GBV and/or SEA awareness and/or complaints mechanisms? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Briefly describe main points shared on GBV/ SEA & targeted groups |

PERSONS WITH SPECIAL NEEDS (PSNs)

| | | |
|---|---|--|
| Are there separate access points for PSNs? (e.g. unaccompanied/separated minors, elderly, people living with disabilities, pregnant women, etc) Are these sex-segregated? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Note observations, including special needs identified, vulnerabilities or risks linked to sex, age, ability etc. |
|---|---|--|

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The Global Women's Institute

THE GEORGE WASHINGTON UNIVERSITY



Gift of the United States Government