**WATER SAFETY PLAN**

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Suggest to change this graphic to one showing "Catchment to Consumer" to distinguish it from HWTS

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| **Village** |  |
| **Commune** |  |
| **District** |  |
| **Province** |  |
| **Number of households** |  |
| **Number of people** |  |

**Water Safety Plan Steps**

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**Water Safety Plan Team (STEP 1)**

WSP team members should sign this table **after** trainers have led them through all steps of the WSP and all team members clearly understand the WSP duties on the next page.

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| **Name of WSP team member** | **Role on WSP team**  *(Leader, deputy, member)* | **Phone number** | **Signature to accept duties**  *(#1-9 on next page)* |
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**Water Safety Plan Team Duties (STEP 1):**

1. Complete the WSP team table (STEP 1)
2. Create a village map showing drinking water sources and fill in the system information tables (STEP 2)
3. Identify risks to water safety from catchment to consumer (STEP 3)
4. Plan, prioritize and lead improvements to community water system components (STEP 4)
5. Plan and lead ongoing spot-checking of household water practices (STEP 5)
6. Plan and lead on-going monitoring of community water system components, e.g. ponds (STEP 5)
7. Make a plan for PDRD or the local authority to periodically visit the village to check that the WSP is being followed and is working effectively (STEP 5)
8. Plan and lead on-going awareness raising activities to educate households about water safe practices (STEP 6)
9. Meet as agreed below to check that WSP activities are being carried out as planned and to make updates and changes to the WSP if necessary (ALL STEPS)

**WSP team members agree to meet every (how many?) \_\_\_\_\_ months.**

(Meetings should be held no less than four times per year to keep the WSP “alive”.)

**WSP team meeting agenda:**

* Is the improvement plan being implemented as defined in the WSP (Step 4)?
* Are village-level parts of the water supply being monitored, e.g. ponds, Romlech or bottled water factory (Step 5)?
* Are households being visited from time to time to check for safe water practices (Step 5)?
* Are awareness raising activities being carried out as planned (Step 6)?
* Is the WSP team meeting at the frequency agreed in the WSP (Step 1)?
* Is the map and description of the water supply system correct or does it need to be updated (Step 2)?
* Are there any additional risks that need to be added to the WSP (Step 3)?
* Are there any additional improvements that need to be planned (Step 4)?

The table below if for the WSP team to write down when they meet to **create a record of team meetings over time.**

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| **Date of WSP team meeting** | **Signature of village chief/WSP team leader** |
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**Village map showing drinking water sources (STEP 2) If a large map of the village is drawn, a photo of the large map can be placed here**

**System information (STEP 2)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of sources in the village** *(dug well, tubewell, pond, etc.)* | **Number of each type of source** |  | **Make a list of the different ways people get water from the source to their house** *(e.g. carry by hand, pump to house)* |  | **Make a list of the different kinds of containers that people use to store water after transporting it home.** |  | **Make a list of the different ways people treat and store drinking water at home.** |
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**Are there any facilities for making bottled water (20L) in the village?**

* **NO**
* **YES** *(If yes, these facilities should be included in the WSP)*

**Possible risks to water safety (STEP 3)**

Based on discussions and field visits, record risks to water safety at each part of the water supply in the village. Next to each risk, describe good practice to keep the water safe.



Source type(tick all water sources in the village):

* Dug well
* Tube well
* Pond
* Romlech
* Rainwater
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sources**

|  |  |
| --- | --- |
| ** Risky situation** | **How to keep water safe** |
| *EXAMPLE:*  *Pond near school: people bath and wash clothes inside the pond* | *EXAMPLE:*  *1) Post notices to instruct people not to wash in the pond; 2) Education people on the risks of washing in the pond* |
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**Collection/transport**

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| ** Risky situation** | **How to keep water safe** |
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**Storage**

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| --- | --- |
| ** Risky situation** | **How to keep water safe** |
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**HWTS/drinking water practice**

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| ** Risky situation** | **How to keep water safe** |
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**In cases where there are bottled water facilities in the village:**

**Bottled water facility**

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| ** Risky situation** | **How to keep water safe** |
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**Village-level improvement plan (STEP 4):**

Some of the risks identified in Step 3 will require community action to make improvements, e.g. repairing the fence around a pond or moving latrines away from a Romlech. **Record village-level improvement plans in this table**, and prioritize the improvements based on the level of risk and available resources (1 = high priority, 2 = medium priority and 3 = low priority).

Many of the risks identified in Step 3 will require individual households to make improvements to their own systems. H**ousehold-level improvements should not be recorded here**, but the WSP team can support these improvements by leading awareness raising campaigns (Step 6) and monitoring household behaviors from time to time (Step 5).

Build a fence; inform people not to let animal into pond; PDRD gives instruction to local authority to protect the water source

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|  | **What needs to be done at the village level to improve water safety**  *(e.g. build a fence around a pond, educate households)* | **Name of person who will be in charge of this work?** | **What is needed?**  *(e.g. funding needed or number of days’ labor needed from the community)* | **When will it be done?**  *(Due date)* | **Priority level**  *(1 = high*  *2 = medium*  *3 = low)* | **Check when done**  |
| 1 | *EXAMPLE:*  *Build a roof over the community dug well* | *EXAMPLE:*  *Mr X* | *EXAMPLE:*  *$50 for materials; labor from 10 HH* | *EXAMPLE:*  *November 2015* | *EXAMPLE:*  *1* |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **What needs to be done at the village level to improve water safety**  *(e.g. build a fence around a pond, educate households)* | **Name of person who will be in charge of this work?** | **What is needed?**  *(e.g. funding needed or number of days’ labor needed from the community)* | **When will it be done?**  *(Due date)* | **Priority level**  *(1 = high*  *2 = medium*  *3 = low)* | **Check when done**  |
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**Monitoring plans (STEP 5):**

This step covers **3 types of monitoring**:

1. **WSP team members check village-level components** of the water system, including planned improvements
2. **WSP team members visit households** from time to time to check water practices.
3. **PDRD or the local authority visits the village** from time to time to check that the WSP is being followed by the WSP team and is working to keep water safe
4. **On-going village-level monitoring by WSP team**

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| **Village-level water system component**  *(e.g. Pond, Romlech, bottled water factory)* | **What needs to be checked on an on-going basis?**  *(e.g. fence, general cleanliness)* | **Name of person who will do the monitoring?** | **How often?** |
| *EXAMPLE:*  *Pond near school* | *EXAMPLE:*   * *Are people washing in the pond animals nearby?* * *Has vegetation been cleared?* * *Is the environment clean?* | *EXAMPLE:*  *Mr X* | *EXAMPLE:*  *Weekly* |
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| **Village-level water system component**  *(e.g. Pond #1, Pond #2, Romlech, bottled water factory)* | **What needs to be checked on an on-going basis?**  *(e.g. fence, general cleanliness)* | **Name of person who will do the monitoring?** | **How often?** |
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1. **On-going household-level monitoring by WSP team**

Think about **incentive programmes** to support behavior change and make household visits more fun, for example competitions between households and prizes.

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| **Name of WSP team member** *(or village focal point, VFP)* | **Number of households for which each VFP is responsible** | **Number of households to be visited by each VFP each month**  **for spot-checking** |
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1. **WSP checks by PDRD or the local authority**

This section is for defining a plan for on-going checking of the WSP by PDRD or the local authority.

**Water Quality Testing**

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| **What water quality parameter will be tested and what are the target values?** *(e.g. faecal coliforms = absent or 0 CFU/100mL)* | **Who will check?**  *(e.g. PDRD or commune)* | **How often?**  *(e.g. annually)* | **Which locations will be sampled each time?**  *(e.g. source water and final drinking water for 5 households each visit)* |
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**Sanitary inspection (household spot checking)**

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| **Who will inspect?**  *(e.g. PDRD or commune)* | **How often?**  *(e.g. quarterly for first year of WSP, then annually)* | **What tools will be used?**  *(e.g. sanitary inspection forms)* | **How many households will be visited each time?**  *(e.g. 5 or 10 households per visit)* |
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**WSP implementation**

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| **Who will review the WSP?**  *(e.g. PDRD or commune)* | **How often?**  *(e.g. quarterly for the first year of the WSP, then annually)* | **What will be checked?** |
|  |  | * Is the WSP team meeting as planned? * Is the WSP team carrying out monitoring as planned? * Is the WSP team carrying out village-level improvements as planned? * Is the WSP team carrying out awareness raising activities as planned? * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Awareness raising plan (STEP 6)**

This section is for defining **specific plans** for on-going education and awareness raising. All awareness raising campaigns should include activities to educate consumers about how to make water safe during floods or other emergencies. Other **ideas for awareness raising activities** include:

* Incentive programmes, such as competitions and prizes for safe water practices by households
* Distribution of IEC materials in schools, health centers, pagoda
* Village event/campaign to clean the environment around the water sources
* Water safety discussions at public meetings, possible combined with special annual events
* Lessons in schools
* School songs, plays or skits

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| **What specific awareness-raising activity will be carried out?** | **How often will the activity be carried out?** | **Name of the person in charge of this activity?** |
| Educating households about **how to make water safe during an emergency**, such as a flood. Explain how this will be done: |  |  |
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