

PRESENTER'S GUIDE 2020

Rural Water Safety Plan

Instructions and Teaching Materials



**Australian
Aid**



**State Ministry of Rural and Divisional
Drinking Water Supply Projects Development**

Rural Water Safety Plan

Presenter's Guide to Teaching Materials

Water Safety Plan Advisory Unit

**State Ministry of Rural and Divisional
Drinking Water Supply Projects Development**

Table of Contents

Pre-activities	2
Collection of Participant Information	2
Suggested workshop preparation timeline	4
Agenda	5
Activity 01 - Inauguration	7
Activity 02 - Self-Introduction	10
Activity 03 - Introduction to Overall Water Safety Plan	11
Activity 04 - Ground rules of the programme	12
Activity 05 - Ice break game	13
Activity 06 - New year game	14
Activity 07 - Engage the community and assemble the WSP team	15
Activity 08 - System description	18
Activity 09 - Group work on module 01 & 02.....	21
Activity 10 - Introduction to Emergency Response Plan in pandemic situations	23
Activity 11 - Identify And Assess Hazards, Hazardous Events, Risks And Existing Control Measures	24
Activity 12 - Develop an incremental improvement plan	26
Activity 13 - Group work on module 03 & 04	29
Activity 14 - Introduction to the field visit	32
Activity 15 - Field Visit	33
Activity 16 - Fundamentals of delivering community level training programme	34
Activity 17 - Group presentation on field visit	36
Activity 18 - Monitor Control Measures and Verify the Effectiveness of the WSP	38
Activity 19 - Group work on module 05	40
Activity 20 - Document review and improve all aspects of water safety plan implementation	42
Activity 21 - Group Work module 06	45



Start preparing at least one month before the workshop

Before you start the workshop:

- Have you thoroughly read the Participant's handbook and its annexes?
- Have you adjusted the content of the present actions and activities to suit your audience?
- Are all the participant's materials printed out and collated?
- Have you arranged all the materials for workshop games and activities?
- Do you have a copy of the PowerPoint notes pages printed out and bound, for ready reference during the workshop?
- Have you made arrangements for the field trip?
- Have you practiced and re-practiced each session?
- Will the videos play automatically when you click on the hyperlink?

Use the suggested timeline to prepare for the workshop (page 4).

Collection of Participant Information

Aim



The organizers shall forward the adequate details of the Training of Trainers Rural Water Safety Plan workshop using Information given in format 01 of the Table Group Worksheet booklet.

The participant information sheet is used to explain the purpose of the program and what the participants will be required to do/ how participants will be involved.

Considering the prevailing Covid 19 pandemic situation in the country information on relevant health status and background information shall be collected as per the format 02 of the Table Group Worksheet booklet. The same steps shall be followed in any other similar emergency situation in the country or region.

Instructions for Trainers

- All participants shall be given a copy of the participant information format 03 of the Table Group Worksheet booklet. completed as an online questionnaire.
- The duly completed participant information sheets shall be collected 2-3 days prior to the residential training program.
- Use the participant information collection sheet given in the annexure.
- All data collected shall be recorded, evaluated, and appropriately kept in a separate data base for future reference.



Table Group Worksheet
Booklet

Refer **format 01**

Refer **format 02**

Refer **format 02**

Period before the workshop	Action	Find more information at	Check-tick this as you do it
One month	Thoroughly read the Participant's handbook	Participant's handbook	
	Confirm the number of participants	Not applicable	
	Confirm venue, seating arrangements, and venue resources		
	Read thorough the Presenters' guide. Do an initial quick practice of the sessions and select options to suit the context and the participants and for you to become confident of the timings to suit your style.		
	Go through each presentation and adjust the slides and activities to suit your particular needs.	Text and table which follow this table	
	Decide site/timing/logistics of field visit		
Three weeks	Arrange for printing, collating and binding of all printed materials for participants- you may need to arrange this remotely with your contact. This task requires significant effort as there are a lot of materials to print and collate.		
	Prepare and organize a separate binder for each participant of the PowerPoint slide handouts (3 slides per sheet is suggested).	Use the presentation given in Power Points for Presenter booklet	
	Prepare all the materials you need for the games and activities. Do not underestimate the time needed to do this, especially the first time you run this workshop.		
Three weeks	Add your photo and key points of your experience into session " introduction 1: participants' introduction".		
	Modify workshop timetable to suit local constraints and timings (e.g. modify start/end time, adjustment for field trip).		
1 week	Confirm progress on printing. Do another practice through the entire workshop.		
1 day	Check venue and materials, make final decisions about field trip.		

Day 01		
Time		Description
08.30 - 09.00	Activity 01	Registration
09.00 - 09.10		Lighting of Oil lamp & National Anthem
09.10 - 09.15		WSP video (WHO)
09.15 - 09.25		Welcome address and objectives of the program
09.25 - 09.35		WSP video (Tajikistan)
09.35 - 09.45		Remarks from key sponsors
09.45 - 09.55		Speech from DNCWS
09.55 - 10.00		Video Sri Lankan experience
10.00 - 10.20	Activity 02	Self-Introduction
10.20 - 10.40	Tea	
10.40 - 11.25	Activity 03	Introduction to overall WSP
11.25 - 11.40	Activity 04	Introduction to ground rules
11.40 - 11.45	Activity 05	Ice break
11.45 - 12.45	Activity 06	New Year game
12.45 - 01.45	Lunch	
01.45 - 02.30	Activity 07	Introduction to Task 01 (WHO RWSP Module 01 on Engage the Community & Assemble the WSP team)
02.30 - 03.15	Activity 08	Introduction to Task 02 (WHO RWSP Module 02 on Describe the community water supply)
03.15 - 03.30	Tea	
03.30 - 04.10	Activity 09	Group work on Task 01 & Task 02
04.10 - 04.50		Group work ppt and discussion
04.50 - 05.00		Wrap up day 01

Agenda

Day 02		
Time		
08.30 - 09.15	Activity 10	Introduction to ERP in pandemic situation
09.15 - 09.30		Re cap of day 01
09.30 - 10.20	Activity 11	Introduction to Task 03 (WHO RWSP Module 03 on Identify and Assess hazards)
10.20 - 10.40		Tea
10.40 - 11.25	Activity 12	Introduction to Task 04 (WHO RWSP Module 04 on Develop an incremental improvement plan)
11.25 - 12.00	Activity 13	Group work on Task 03 & Task 04
12.00 - 12.45		Group work ppt and discussion
12.45 - 01.45		Lunch
01.45 - 02.00	Activity 14	Introduction to field visit
02.00 - 05.00	Activity 15	Field Visit to CBO
05.00 - 05.30		Wrap up day 02 and briefing the evening assignment
Day 03		
08.30 - 09.30	Activity 16	Fundamentals of delivering community level training program
09.30 - 10.40	Activity 17	Group presentations on Mod 02 & Mod 03
10.20 - 10.40		Tea
10.40-11.25	Activity 18	Introduction to Task 05 (WHO RWSP Module 05 on Monitor control measures)
11.25 - 11.40	Activity 19	Group work on Task 05
11.40 - 12.45		Group work ppt and discussion
12.45 - 01.45		Lunch
01.45 - 02.15	Activity 20	Introduction to Task 06 (WHO RWSP Module 06 on Monitor control measures)
02.15 - 02.45	Activity 21	Group work and discussion on Task 06 on Monitor control measures
02.45 - 03.25		Group work ppt and discussion
03.25 - 03.45		Way forward
03.45 - 04.00		Tea
04.00 - 04.30		Way forward continue

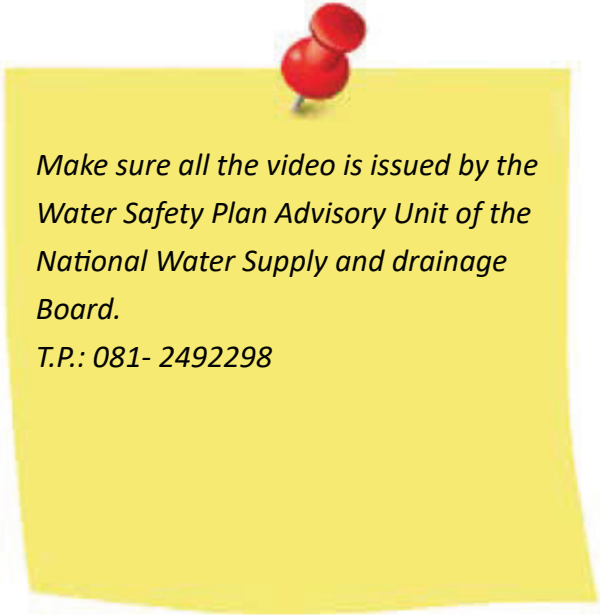
Inauguration

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Inauguration	90	Registration	File and pen for participant/ attendance sheet	Table Group Worksheet Booklet- Format 04
		Lightning the oil lamp	Oil lamp / oil/ wicks/match box/invitees list	
		National anthem	Pre-recorded MP3 of anthem / sound system	
		WSP video (WHO)- Introduction to WSP	Multimedia Projector/ screen/ sound system / laptop	Folder destination on laptop
		Welcome address and objectives of the program	Name list of guests / program objectives/ sound system	
		WSP video (Tajikistan)	Multimedia Projector/ screen/ sound system / laptop	Folder destination on laptop
		Remarks from key sponsors - Speech	Name list of guests/ sound system	
		Guest speech	Name list of guests/ sound system	
		Video Sri Lankan experience	Multimedia Projector/ screen/ sound system / laptop	Folder destination on laptop

Study the profile of all participants and make sure the level of delivery as per the background experience and intellectual capacities.

Check the initial arrangement at the premise and ensure all in accordance before 45 – 60 min before the programme.

Below activities are important to build up an optimistic attitude among participants at a comfortable and safely managed environment to ensure proper delivery of the whole program and shall be adhered wherever need throughout



Make sure all the video is issued by the Water Safety Plan Advisory Unit of the National Water Supply and drainage Board.

T.P.: 081- 2492298



- You must have single folder on your computer desktop for all the videos and audios to be played at event.
- Make aware the sound technician on this and the due time on the agenda. This will make you continue the program without any interruption to the flow.
- Preview the video, to check the proper functioning of the sound system prior to the program.
- You may ask a person to sit at the farthest seat of the training venue and test the audibility.

Instructions for Trainers

- Make sure that all participants are present at the venue 30-45 minutes before the program.
- Register the participants using the attendance sheet given in format 04 of the Table Group Worksheet booklet.



Table Group Worksheet
Booklet

Refer **format 04**

- Ensure whether all facilities and required training materials are arranged at the registration desk.
- Light the traditional oil lamp to symbolize the prosperity with participation of guests and 02 members representing the participants.
- Play the National anthem through a sound system after expressing the gratitude for the lighting of oil lamp.



Play a short video on Water Safety Plan (WSP).

To convey an idea about the overall WSP implementation and motivate and build a positive attitude in participants towards WSP.

- The welcome speech shall be delivered after the video.
- Introduce the speaker who delivers the welcome address to the audience.
- Make sure that the speaker shall have a clear understanding on the program objectives and it is preferred to have a relevant person from the organizer's party.



Play the next video on WSP implementation in Tajikistan.

To share the global experience. You may emphasize the way how these people fulfilled their requirement with unity and shared responsibility.

- Allocate time for maximum of another 02 speeches from guests not exceeding 10 minutes for each.



Video on Sri Lankan WSP content shall be aired.

You may provide 01-minute feedback on the video to appreciate the work done by people in the video and encourage the participants to be appeared on a similar video next time with their CBOs

Activity 02

Self-Introduction

Activity	Time (Min)	Mode of Delivery	Resources
Self-Introduction	20	Parking - Lot game	Flip charts /Flash Cards/ Sticky Notes/ Glue Sticks

Introduction to Overall Water Safety Plan

Aim



To introduce participants to one another while encouraging interpersonal communication and as an ice breaker to energize the participants at the same time.

Using a mini challenge like parking lot game for participants to introduce themselves provides a positive beginning and conversation starters at the commencement of a session.



Instructions for Trainers

1. Explain to the group that we are going to use a 'parking lot' game to introduce each other.
2. Write the term 'parking lot' at the top of some flip-chart paper and tape it to a prominent wall.
3. Ask the participants to write down their;
 - **Name,**
 - **Affiliation,**
 - **Experience in water sector**
 - **Ambition from the programme**
4. Ask each participant to come to the front and pick a sticky note randomly and say out aloud to the audience the information written in there.
5. The participant corresponding to the information in the selected sticky note will stand up so the audience will know him/her.

Introduction to overall WSP

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Introduction to overall WSP	45	Presentation	Multimedia Projector/ Screen/Audio speakers/ Laptop/ Laser Pointer	Power Points for Presenter booklet

Instructions for Trainers

- Introduce the concept of WSP, its background and the importance of WSP for rural sector through a PowerPoint presentation.
- Explain the status of community managed rural water supply systems in Sri Lanka and the current anticipated challenges faced by the rural water supply sector in Sri Lanka.
- The coverage of RWS country wise and the current situation with respect to water safety shall be highlighted.
- The importance of community managed rural water supplies in achieving national goals of drinking water supply in the country in line with United Nations Sustainable Development Goals (UN SDGs) shall be expressed.
- The session may conclude highlighting the need of genuine and lasting commitment at all levels among the Key members of the community.
- Finally, the trainer shall emphasize that the water safety plan is a living and continuous process.



Play the presentation on Introduction to WSP

To convey an idea about the overall WSP implementation and motivate and build a positive attitude in participants towards WSP.

Activity 04

Ground Rules of the programme

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Ground Rules of the programme	15	Presentation	Multimedia Projector/ Screen/Audio speakers/Laptop/ Laser Pointer	Power Points for Presenter booklet

Instructions for Trainers

Introduce the following ground rules through a power point presentation for effective and smooth functioning of the programme.

- Participatory learning
- Work on scheduled time
- Respect others ideas
- Ask questions
- Turnoff mobiles
- Be happily learn
- Get maximum output of the training

Also explain the rules to adhere to the health and safety measures to prevent spread of Covid 19.

- Wear face masks
- Maintain social distancing
- Frequently use hand sanitizer
- Inform if any health ailment



**Play the presentation
on Introduction to
Ground Rules**

See the presentation given in Power Points
for Presenter booklet.

Activity 06

Engage the community and assemble the WSP team

Activity	Time (Min)	Mode of Delivery	Resources	Reference
<u>Task 01</u> Engage the community and assemble the WSP team	45	Power point	Multimedia Projector screen Audio speakers laptop laser pointer	Table Group Worksheet Booklet format 05 & 06 Power Points for Presenter booklet
Objectives				
<p>A team of individuals representing the community's interests:</p> <ul style="list-style-type: none"> - with knowledge of the water supply system and how to identify and prioritize potential risks to the community water supply, including health, social, environmental, development and physical planning considerations - with interest in promoting sustained access to safe drinking-water who can help mitigate risks <p>Support from relevant government units and NGOs</p>				

Instructions for Trainers

- Highlight the effectiveness of the team work as a feed back to the New Year game, Kajikistan video done in previous activities.
- Ask questions from the audience to name few people who are engaged in their CBO based Water Supply Systems.
- Initiate to introduce 02 teams of the WSP using the answers given by participants.
- specify the members of the implementation team emphasizing their importance to the team.
- Make sure to specify the roles and responsibilities of each member in the team.
- Specifically mention that there is no need of having office bearers of the CBO as the WSP team leaders.
- Refer the format 05 of the Table Group Worksheet booklet and show how to complete the given information table.



You should emphasize the importance of selecting people from community

- who are familiar with WSS
- responsible for day to day operations
- having knowledge of the **catchment and history** of the WSS
- e.g. land owners or users /community elders
- community leaders and opinion leaders (youth society/welfare society)
- interested groups (often women)

- Introduce the stakeholder team and define the stakeholders.
- Highlight the importance of the stakeholder engagement in terms of legal and financial support.

- Discuss the way how the stakeholders can involve in providing technical support, training and awareness, water quality monitoring.
- Motivate the trainee by highlighting the fact that the trainee can also be a stakeholder to the CBOs in all above aspects
- Guide the trainees on how to complete the format 06 of the Table Group Worksheet booklet on WSP stakeholder team.



Table Group Worksheet
Booklet

Refer **format 05**

Refer **format 06**

- Specify the roles of stakeholders in WSP team which may be different from their job role.
- Aware the importance of regular team meetings, communication with the stakeholders, maintenance of meeting records for future reference.



Play the presentation on Assemble the WSP team

See the presentation given in Power Points for Presenter booklet.



Stakeholders shall

- Has the authority to make decisions about regulatory issues in catchment and WSS
- Health authorities
- Environmental and agricultural workers
- Financial supporters
- People with water related experiences and knowledge
- Key consumers – hospitals, hotels

Activity 08

System description

Activity	Time (Min)	Mode of Delivery	Resources	Reference
System description	45	Power point	Multimedia Projector screen Audio speakers laptop laser pointer	User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
<p>The following questions can help in developing holistic community water supply objectives:</p> <ul style="list-style-type: none">• What do we want and need from our water supply?• What are our current water supply and sanitation systems, and how are they operated?• What problems are there with the water supply?• Who is involved, and who should be involved, in ensuring that we have the water we need and want?• What else, other than the water supply, is needed for a healthy and sustainable community?• What other water supply aspects should/can be considered (e.g. other activities for which water is needed, such as fruit and vegetable gardening, growing rice seedlings for transplanting, domestic livestock)?				

Instructions for Trainers

- Explain the participants that the WSS system is not only the Water Treatment Plant, but the entire system including catchment, WTP, distribution system and consumer end.
- Frequently remind these four zones of WSP throughout the session.
- Describe each of the four zones in detail using the power point presentation slides given.



Play the presentation on System Description

See the presentation given in Power Points
for Presenter booklet.

- During the catchment description guide the trainee to demarcate the catchment based on the water source type (surface, groundwater, spring).
- Guide the trainee to identify the land use pattern in the catchment areas and ask the audience relevant stakeholders on each use.
- The water intake shall be considered as a part of the WTP.
- Emphasize the need of the detailed description of each WTP component as this document will be a reference to entire WSS and new WSP team members that can be joined into the team.
- Highlight it is important to map the distribution system to know the areas of pipe laying, location of BPTs, air valves. Transmission network is also a part of this.
- Emphasize the importance of having a consumer data base, not only the names or number of connections, but the consumer practices as defined in power point.

Activity 09

Group work on module 01 & 02



- Describe the system using photographs of WTPs of Rural WSS.
- It is important to record the date on any drawings or documents, because situations change over time WSS
- It is important to discuss the benefits of safe drinking-water and good hygiene with the community and the linkages among water supply, sanitation and hygiene.



Play the next video on WSP implementation in Tajikistan.

Instructions for Trainers

- Instruct to use proper wordings, standard symbols (if known) for all components.

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Group work on WSP team and System description	75	Power point	Multimedia Projector screen Audio speakers laptop laser pointer Flip charts Color pencils /pens	User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
At the end of the session, participants will be able to describe the methods of assembling the WSP team and understand the team composition and their responsibilities. The participants will be improving skills on development of a map of the system and collect the relevant details for WSP documentation				
Methodology				
The participants shall be divided into four groups of equal members and each group will be instructed to map their WSS which was chosen before. All relevant details of each four components of the system shall be described in detail on a map. WSP implementation and stakeholder teams shall be specified by the group members for each selected CBO.				
02 number of Individuals selected randomly from each group shall deliver the presentation for WSP team and System description				

- Trainers shall instruct the participants to get together in teams.
- Each group will draw the system from catchment to end user.
- Instruct the participant to clearly map the system with details of each component eg : Tank capacity, material, age (refer power point).



Play the presentation on System Description

See the presentation given in Power Points for Presenter booklet.

Activity 10

Introduction to Emergency Response Plan in pandemic situations

- Ask every individual to involve in the activity effectively.
- Instruct to prepare a separate table in a flip chart to describe the WSP team with their respective roles and responsibilities.
- Ask the audience to raise questions on each presentation and make it a must to ask at least one question from each group.
- Now Trainer shall introduce the stakeholder team and define the stakeholders.
- Highlight the importance of the stakeholder engagement in terms of legal and financial support.
- Discuss the way how the stakeholders can involve in providing technical support, training and awareness, water quality monitoring.
- Motivate the trainee by highlighting the fact that the trainee can also be a stakeholder to the CBOs in all above aspects



Allow them to freely engage in the activity

Provide assistance where necessary

Emphasise importance of equal participation since you will randomly select the presenters from each group

You may reward the best group as appropriate

Do not discourage any group or individual rather appreciate even a small commitment

Ask questions from areas where you feel that the presenters are lack of confident.

- Guide the trainees on how to complete the given table in Users hand book on WSP stakeholder team.



**Refer User Manual
& Participant's
Handbook**

Identify And Assess Hazards, Hazardous Events, Risks And Existing Control Measures

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Identify hazards, hazards event, risk and existing control measures	35	Power Point Presentation	Multimedia Projector/Screen/ Audio Speakers/ laptop/laser pointer	WHO manual on Rural WSP Table Group Worksheet Booklet format 07 User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
Participant will be able to identify situations that could threaten the safety of the water supply, evaluate the effectiveness of control measures already in place, and finally assess the residual risks.				

Instructions for Trainers

- Explain What is a Hazard, Hazardous event and Risk by giving simple examples.
- Explain common hazard types physical chemical, biological and radiological hazards with simple examples.
- Introduce risk ranking system based on magnitude of the risk and use appropriate colour system (Red, Yellow and Green) by following traffic light system for associated risk. **format 07 of the Table Group Worksheet booklet**
- Then explain risk assessment methodology based on semi - quantitate risk assessment giving terminology of Likelihood and Severity (Consequence) with simple examples.
- Ask them to mention the calculated score in the risk level column as shown in format.



Table Group Worksheet
Booklet

Refer **format 07**

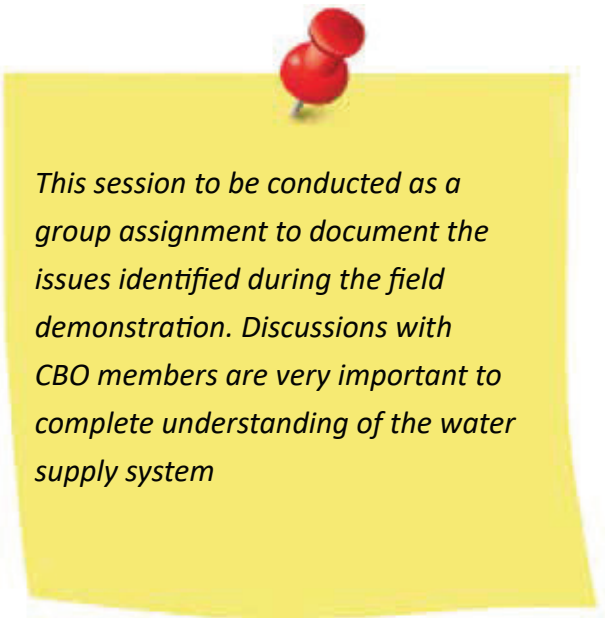


**Play the presentation
on Risk Assessment**

See the presentation given in Power Points
for Presenter booklet.



**Refer User Manual
& Participant's
Handbook**



This session to be conducted as a group assignment to document the issues identified during the field demonstration. Discussions with CBO members are very important to complete understanding of the water supply system



**Play the next video
on Walkathon
incident.**

Discuss which control measure failed and how it was affected to the consumer.

- Identify and list all possible hazards, hazardous events each step of community water supply system covering from the catchment to consumer face.
- When identifying hazards, hazards event each step in the water supply, think What can go wrong? How, when, where and why?
- Write hazardous event in the form of “X happen to Y because of Z” helps to complete understanding of particular hazards event and it will help to document a hazards event logically.
- Identify and assess the existing control measures that in place and their effectiveness
- Do the risk assessment according to the risk matrix and use the given colour code.

Develop an incremental improvement plan

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Develop an incremental improvement plan	45	Power Point Presentation	Multimedia Projector/Screen/ Audio Speakers/ laptop/laser pointer	Table Group Worksheet Booklet format 08 User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
<ul style="list-style-type: none"> Identify improvement plans/control measures required to improve the water safety Preparation of an incremental improvement plan, with prioritized control measures and activities Implement improvements effectively and improve the water supply system 				

Instructions for Trainers


- Explain the participants the definition and the importance of the improvement plan before proceeding to the development of the improvement plan.



Play the presentation on Improvement Plan

See the presentation given in Power Points for Presenter booklet.

- Explain the participant that the improvement/upgrade plan is needed if previous WSP tasks have revealed that existing controls are not effective or are absent. This plan will prioritize the work that needs to be done.
- Instruct participants to review the hazards identified and list possible control measures that could be put in place to address them.
- Identify the risks taken to develop the improvement plan based on the ranking of the previous WSP task shall be identified.
- Explain that the improvement plans of the WSP allows identification of priority control measures, according to the hazard analysis and select priority improvements with direct impact on water quality.



Improvements with less priority could be implemented at later stages. This helps to ensure that improvement plans would be categorized on an immediate, short term, medium term and long-term time frame.

- ◀ Identify the key points that need to be considered when developing an improvement plan. Be specific about what should be done, by whom, when and with which resources.
 - Improvement
 - Responsibility
 - Cost
 - Funding source
 - Timeline
 - Status to monitor the progress

- ◀ After this explanation introduce the format of an incremental improvement plan (format 08 of the Table Group Worksheet booklet)



Table Group Worksheet
Booklet

Refer **format 08**

Group work on module 03 & 04

- Instruct the participants to keep a record of completed improvement activities in the plan, including the actual date of completion, and advice not to delete this.
- Guide the participants on preparation of an improvement plan for the identified hazards.



**Refer User Manual
& Participant's
Handbook**



Be aware that new control measures/ improvements may sometimes introduce new risks that need to be addressed by the WSP team.

For example, if you put in chlorination, some consumers may not like the new taste of chlorine and may start taking water from alternative, potentially unsafe sources. In order to prevent such behavior, accompanying community education addressing the perception of taste will be vital.



Improvements with less priority could be implemented at later stages. This helps to ensure that improvement plans would be categorized on an immediate, short term, medium term and long-term time frame.

Activity 14

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Group work on Risk assessment and improvement plan	80	Poster Presentation	Multimedia Projector screen Audio speakers laptop laser pointer Flip charts Color pencils /pens	User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
<ul style="list-style-type: none"> To explain the stages and meaning of hazard identification and risk assessment. Undertake risk assessments of given hazards/hazardous events. To identify vulnerable areas or processes in a water supply system. To assess which measures are used to control certain hazards in the given examples. To explain the processes involved in validating control measures. To discuss the challenges of prioritizing risks. To explain why an improvement/upgrade plan is required and what four activities are involved. To identify the factors that need to be considered when elevating the WSP cause to senior managers for financial investment of improvements/upgrades. To explain the challenges in developing/implementing and maintaining an improvement/upgrade plan. 				
Methodology				
Participants shall identify the risks in the given example remaining in the same groups and prepare a list of hazards. After discussion of the identified risks, the necessary improvements plans will be suggested. A picture demonstration or tabulated method shall be used as prefer.				

Instructions for Trainers

- Instruct the participants to get together in teams.
- Ask them to prepare a list of hazards and respective risk assessment for the picture given in Table Group Worksheet booklet and corresponding presentations.
- Instruct the participant to logically asses the risks given in the picture as they need to explain the logic behind the risk level assigned.
- Emphasize the proper methodology of writing a hazard following 'X happen to Y because of Z'.

- Discuss the identified risks in the picture.
- After completion of the risk assessment instruct them to identify any control measures available in the given example.
- Ask every individual to involve in the activity effectively.
- Instruct to prepare a separate table in a flip chart to describe/ draw the necessary improvements plans to minimize the risks.
- Discuss with the groups which improvements shall be done immediately or what improvements shall be left for future implementation.



Play the presentation on Group work on module 03 & 04

See the presentation given in Power Points for Presenter booklet.



Refer User Manual & Participant's Handbook

- Make sure to guide the groups step by step to complete the tasks.

- Identify all the risks and when presenting let one group to present few risk, next group to another few, this will avoid the repetition.
- The same can be applied to suggest the improvement plans. This will avoid unnecessary time consumption.



If the number of participants is less in number, try to give an opportunity to every individual answer for a question.

Take your time to clarify any issues regarding these 02 modules as these are the core of steps of any WSP.



Allow them to freely engage in the activity

Provide assistance where necessary

Let them argue / provide their opinion in logic of the risk assessment.

Assist them finally to conclude the risk level to a particular risk

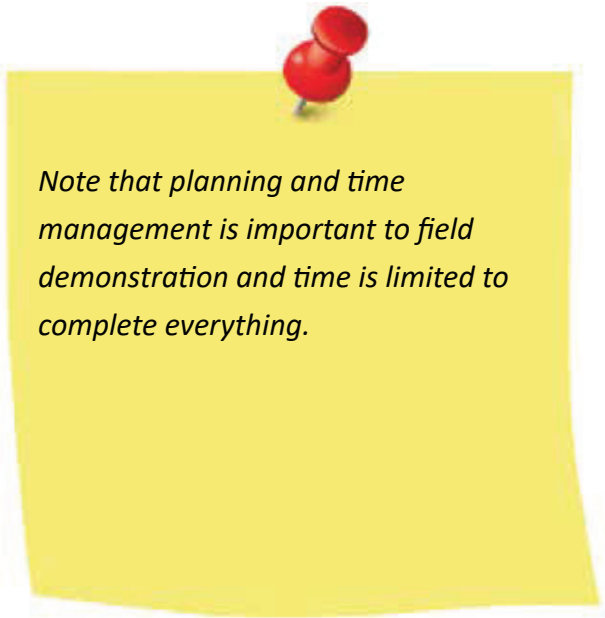
This is the best opportunity to ask a question from every individual.

Activity 15

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Introduction to the field visit	15	Lecture		
Objectives				
At the end of the session the participants will be able to understand the importance of a field visit to understand the WSP process.				

Instructions for Trainers

- Select a suitable location/site for the field visit prior to the training program.
- Organize and obtain permission from the relevant authorities in advance.
- Select suitable RWS scheme close to the venue scheduled to conduct the training programme.
- Inform the CBO to accommodate the field visit demonstration on the second day of the training for half a day activity.
- Inform the CBO to assist the field demonstration and arrange CBO members to do a transect walk in catchment, treatment, distribution and beneficiary household visits.
- Inform participants to be ready with suitable clothes for field visit.
- Provide clear guidance on what you expect the participants to do on the field visit.
- Arrange transport and logistic facilities for the field visit.



Note that planning and time management is important to field demonstration and time is limited to complete everything.

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Field visit	3	Field work	Transport arrangement Refreshments Water	
Objectives				
At the end of the field work the participants will be able to contextualize and fully understand the key concepts of the water safety plan process from catchment to consumer end and management of the issues.				

Instructions for Trainers

- Reach the CBO on time.
- Conduct a fact-finding meeting with CBO officials. At the meeting first explain the objectives of the field demonstration.
- Perform transect walks with the assistance from CBO members to catchment, treatment, storage, distribution network and consumers in order to cover all aspects of the water supply scheme.
- Instruct the participants to;
- Map the system and mark the critical risk points to water quality and quantity.
- Draw a schematic diagram of the catchment, treatment, storage and distribution.
- Find the critical water safety hazards, and prepare hazardous event list.
- Suggest an improvement plan for minimizing the effects of the hazardous events.

The site visit of your system – walking along all supply steps following the flow of water – is very important for preparing an accurate and up-to-date system description.

Note that the site visit is equally important for implementing the following WSP task 3: identification of hazards, hazardous events, risks and existing control measures. If you combine your site visit to serve both WSP tasks 2 and 3, this may save time and resources.

Activity 16

Fundamentals of delivering community level training programme



You may use the opportunity of the site visit to promote hygiene understanding and safe behaviours among community members you meet. This could address, for example, safe water collection practices, cleanliness of collection containers or safe handling and storage practices in the home, including the importance of such practices for preventing water-related disease.



In case you need to explain something about your system to somebody who has not seen it, or if you want to re-check something after the site visit, it is helpful to take pictures if you have a camera or mobile phone available. If there is any information you do not have, it is worth asking for external support.

Group presentation on field visit

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Group work on Field visit	70	Power point	Multimedia Projector screen Audio speakers laptop laser pointer Flip charts Color pencils /pens	User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
<ul style="list-style-type: none"> To explain the stages and meaning of hazard identification and risk assessment. Undertake risk assessments of given hazards/hazardous events. To identify vulnerable areas or processes in a water supply system. To assess which measures are used to control certain hazards in the given examples. To explain the processes involved in validating control measures. To discuss the challenges of prioritizing risks. To explain why an improvement/upgrade plan is required and what four activities are involved. To identify the factors that need to be considered when elevating the WSP cause to senior managers for financial investment of improvements/upgrades. To explain the challenges in developing/implementing and maintaining an improvement/upgrade plan. 				
Methodology				
Participants shall identify the risks at site remaining in the same groups and prepare a detailed presentation and shall present it the day after. The presentation should include both the identified risks and the necessary improvements plan.				

Instructions for Trainers

- Trainers shall instruct the participants to get together in teams.
- Instruct the participant to clearly list the monitoring programs for both new and existing control measures
- Highlight the importance of proper assignment of responsibilities for sustainable operation of WSP.
- starting point, develop an outline verification programme in the context of a supply system identified in field visit.

Verification is necessary to ensure that a WSP is working, that it is used in practice and that the water quality meets the set targets.

Activity 18

Monitor Control Measures and Verify the Effectiveness of the WSP

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Monitor Control Measures and Verify the Effectiveness of the WSP	45	Power Point Presentation	Multimedia Projector Screen Audio Speakers Laptop laser pointer	User Manual, Participant's Handbook Power Points for Presenter booklet Table Group Worksheet Booklet format 08 & 09
Objectives				
At the end of the session the participant will be able to identify and define operational monitoring (including operational limits) of targeted control measures, establish procedures which demonstrate that the controls are working as planned and establish corrective actions when operational targets are not met.				

Instructions for Trainers

- ✦ Understand the definitions of the key terminologies operational monitoring, verification monitoring.
- ✦ Learn the importance operational or verification monitoring with suitable examples
- ✦ Understand that the purpose of operational monitoring is to demonstrate that control measures continue to work.
- ✦ Consider on the specific operational monitoring parameters that are appropriate to the community water supply and the control measures being applied in day-to-day operations.
- ✦ Identify the persons responsible for
- ✦ monitoring, analyzing and receiving results of the monitoring.
- ✦ Explain that the person receiving the results needs to have sufficient power to enable immediate action to take place if the results exceed critical limits.
- ✦ Identify the corrective actions needed to be established if the operational limits are exceeded.
- ✦ Understand the purpose of verification
- ✦ Understand the sub activities undertaken in verification monitoring.
- ✦ Discuss the importance of compliance monitoring based on national water quality standards.
- ✦ Verification is necessary to ensure that a WSP is working, that it is used in practice and that the water quality meets the set targets.

- Explain the value of auditing in maintaining the quality of implementation of a WSP.
- Explain the importance of investigating consumer satisfaction.
- Explain that the operational monitoring and verification process provides evidence that the WSP is working effectively.
- Develop the operational monitoring plan to make sure operational monitoring is undertaken in an organized manner.



Table Group Worksheet
Booklet

Refer **format 09**

Refer **format 10**



**Play the presentation
on Control Measure
Monitoring and
Verification**

See the presentation given in Power Points
for Presenter booklet.



**Refer User Manual
& Participant's
Handbook**

Activity 19

Group Work module 05

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Group work on Monitoring Control Measures and Verify the Effectiveness of the WSP	80	Group work	Flip chart A4 Color pens/pencils Platignum Laptop Flash drive	User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
At the end of the session, participants will be able to develop a control measure monitoring and verification plan.				
Methodology				
The groups already formed in the previous task shall proceed with the following group activity. The teams shall be guided by the trainer briefing on the key points in preparation of the monitoring plan and encourage them to discuss and share their knowledge, experiences and thoughts. The outcomes will be listed and presented to the class.				

Instructions for Trainers

- Trainer shall instruct the participants to get together in teams and arrange each group to sit in a roundtable arrangement.
- Trainer shall guide the team to select the monitoring plan for control measures identified in module 03 and for the existing control measures.
- Ask every individual to involve in the activity effectively.
- Instruct to prepare the improvement plan table in a separate flip chart



Play the presentation on Group work on module 05

See the presentation given in Power Points for Presenter booklet.



Refer User Manual & Participant's Handbook

Document review and improve all aspects of water safety plan implementation

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Document review and improve all aspects of water safety plan implementation	30	Power Point Presentation	Multimedia Projector Screen Audio Speakers Laptop Laser Pointer	
Objectives				
At the end of the session the participants will be able to develop a well-established record-keeping and documentation system, with transparent communication. The importance of management procedures for standard (normal) and emergency situations and operators responsible for managing the community water supply will be understood. The value of reviewing a WSP periodically will be recognized.				

Management Procedures

- Explain the participants that regular and diligent maintenance of water supply infrastructures and ongoing attention to important operational tasks are essential to ensuring a continuous supply of safe drinking-water
- The trainer shall explain the participants the definition of management procedures and highlight that the requirement of instructions for operations of the individual components of the system.
- The trainer shall distinguish between what is a 'normal operating condition' and an 'emergency operating condition'.
- Then the trainer shall explain the available 'Standard Operational Procedure (SOPs)' for the normal and emergency conditions with suitable examples. (refer ppt)
- Additionally, the importance of preparation for unforeseen events shall be highlighted.
- Then trainer shall explain the importance of displaying the SOPs at relevant places for easily accessible by the operators of the water
- supply system and demonstrate the participants that it helps build confidence of the operators.
- Also explain that these instructions will also be useful when new caretakers need to be trained, or when the caretaker happens to be ill or on leave and needs to be replaced.

Examples of key areas to be included in emergency management procedures

- Response actions to potential public health risks, including, among others, increased monitoring and inspections, boil water advisories or restricted water use advisories
- Roles and responsibilities for all involved stakeholders, including contact details
- Plans for emergency water supplies
- Protocols and plans for communication, including community notices (within the community, public health professionals, regulatory body, media and the public), with special attention for proper notification of the public and high-risk groups
- Mechanisms for increased public health surveillance
- Highlight that it is important to have relevant management procedures clearly defined in local language.
- Documentation of the records of routine monitoring and inspection activities for catchment, treatment, storage and distribution shall be explained with suitable examples.

Supporting Programs

- The trainer shall explain the importance of supporting activities in ensuring water safety even though they may not affect water quality directly.
- The trainer shall list out the examples for supporting activities such as;
 - Training programs
 - Quality assurance systems
 - Communication protocols
 - Consumer satisfaction
 - Equipment calibration
 - Record keeping



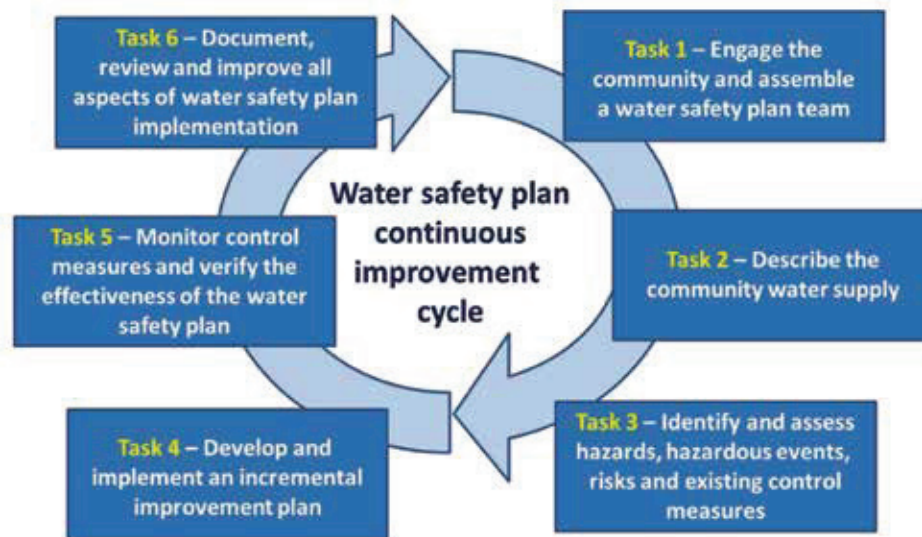
- Provide assistance where necessary
- Emphasise importance of equal participation since you will randomly select the presenters from each group
- You may reward the best group as appropriate
- Do not discourage any group or individual rather appreciate even a small commitment
- Ask questions from areas where you feel that the presenters are lack of confident.

Group Work module 06

Activity	Time (Min)	Mode of Delivery	Resources	Reference
Group work on review and revision	60	Group work	Flip chart A4 Color pens/pencils Platignum Laptop Flash drive	User Manual, Participant's Handbook Power Points for Presenter booklet
Objectives				
At the end of the session, participants will be able to develop appropriate review and revision schedule, understand the importance of supporting programs and emergency response plans.				
Methodology				
The groups already formed in the previous task shall proceed with the following group activity. The teams shall be guided by the trainer briefing on the key points in preparation of review plan and encourage them to discuss and share their knowledge, experiences and thoughts. The outcomes will be listed and presented to the class.				

Regular Review of the WSP

- The trainer shall explain the participants the importance of WSP review process and emphasize that review shall be done regularly (once a year) or following an incident.
Explain that review;
- builds confidence that everyone knows what to do when
- supports consistent and effective performance of tasks
- captures knowledge that may otherwise be lost
- helps reinforce the importance of the role of the community in the water supply system
- helps in training new community operators
- forms a basis for continuous improvement



Instructions for trainers

- ✦ Trainer shall instruct the participants to get together in teams and arrange each group to sit in a roundtable arrangement.
- ✦ Trainer shall guide the team to describing review frequencies and and implementation of supporting programs and emergency response plan select the monitoring plan for control measures identified in module 03 and for the existing control measures.
- ✦ Ask every individual to involve in the activity effectively.



Refer User Manual & Participant's Handbook



- Provide assistance where necessary
- Emphasise importance of equal participation since you will randomly select the presenters from each group
- You may reward the best group as appropriate
- Do not discourage any group or individual rather appreciate even a small commitment
- Ask questions from areas where you feel that the presenters are lack of confident.



Play the presentation on Group work on module 06

See the presentation given in Power Points for Presenter booklet.

