**[your logo]**

[Template to prepare a]

**Sanitation Safety Plan**

**Name of city**

developed by

Name of Utility/organization

**Authors:**

**Positions:**

**Date:**

**Place:**

**MODULE 1: PREPARING FOR SANITATION SAFETY PLANNING**

**STEP 1.1: Define the SSP area and lead organization**

**What is the name of the locality in which SSP will be developed?**

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In the following lines, describe the locality.

* **Where it is located**. Mention in which part of the country is located, the governance structure in the country (units could be states, provinces, regions, etc.) and indicate to which units the locality belongs to. Indicate the area covered (in km2).

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* **Number of inhabitants**, the number of households, average of people per household, literacy rate and any key information about division of ethnic groups, socio-economic stratification, and vulnerable communities.

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* **Main sources of household revenues and average income**, describe also if there is any agriculture activity in the region and type of crops.

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* **Monthly average temperature**, precipitation (in mm) and seasonality (e.g., dry and rainy season).

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* Indicate clearly what type of **climate change scenario** is projected for the near future.

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* **Prevalence of excreta-related diseases** observed in the community (cholera, diarrhea, dysentery, hepatitis A, typhoid, polio, parasitic worms, etc.).

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* **Main water source and characteristics of the water supply.**

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**Which lead organization will run the entire SSP process?**

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**STEP 1.2: Assemble the SSP team**

**Which person will be the SSP team leader?**

Remember that the team leader should have the authority, the organizational and interpersonal skills, and sufficient time and management resources to ensure that the process can be implemented effectively.

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**Which person/organization will be part of the SSP team?**

The usual process is to: (1) do a stakeholder analysis and (2) select team membership to suit the SSP purpose. Limit the number of team members to keep the working group functional.

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| **Organization** | **Job title** | **Role in SSP team** |
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**MODULE 2: DESCRIBE THE SANITATION SYSTEM**

Prepare a sanitation map that includes all steps of the sanitation system: toilet, containment-storage/ conveyance/emptying/transport, treatment and disposal/reuse). Paste the map here.

**STEP 2.2: Characterize system flows**

Use the following table to characterize system flows (for instance, feces, urine, excreta, wastewater, greywater, sludge collected, sludge emptied, dried feces, solid waste dumped in the pit etc.) Read guidance note 2.2 and tool 2.1 for more information. Include all the quantitative information you have and identify if the system flow might have a biological, chemical or/and physical hazards.

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| **System flow code** | **Sanitation step** | **Description of the system flow** | **Key information of the system flow** | **Expected variations** | **Type of potential hazard** |
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**STEP 2.3: Identify exposure groups**

In your maps, identify the exposure groups, using the letters U, L, W, WC, F and C are as symbols. You might want to define sub-groups, such as U1: users of latrines, U2: users of flush toilets. Use SSP manual Tool 2.2 on page 32 to characterize the exposure groups. Remember the exposure groups are:

U: Sanitation system users L: Local community W: Sanitation workers

WC: Wider community F: Farmers C: Consumers:

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| **Sanitation step** | **Exposure Group ID** | **Who are the exposure groups?** | **How many are there?** | **What are they doing there?** | **What are they exposed to?** | **How often are they exposed to this?** |
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**STEP 2.4: Gather supporting information**

Write down any information you will want to obtain to characterize the system. Indicate the source of the information. Record below:

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| **Regulatory requirements** | **Demographics and land use patterns** |
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| **System management and performance** | **Changes related to climate and weather** |
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**MODULE 3: IDENTIFY HAZARDOUS EVENTS, AND ASSESS EXISTING CONTROL MEASURES AND EXPOSURE RISKS**

In the following table, you will conduct a health risk assessment of the sanitation system you have described in Module 2.

**STEP 3.1: Identify hazards and hazardous events**

When **applying step 3.1**, only complete the columns **Component** and **Hazard identification**. Make sure you describe the Hazardous event telling the story of how the hazards cause harm, including the exposure route (ingestion after contact with excreta, ingestion of contaminated water, consumption of contaminated produce, dermal contact, vector-borne, inhalation). Revise the Newtown worked case study, the example 3.2 and guidance note 3.4 for examples).

**STEP 3.2: Identify hazards and hazardous events**

When **applying step 3.2**, only complete the columns related to Existing Controls. Remember that “Validation of control(s)” refers to the method how you are able to verify if the existing control is working or not. For example, field visits, interviews, tests, revision of reports, etc.

**STEP 3.3: Assess and prioritize the exposure risk**

When **applying step 3.3**, complete the columns related to the risk assessment. Use tools 3.5 and 3.6 of your SSP manual (page 58) for definitions and scores of likelihood, severity and risks. Decide two most likely climate change scenarios and decide with your team if the risk will increase, decrease or will remain the same. Make sure you write in the comments box, the reasons that justify your choice.

| **Component** | **Hazard Identification** | | | | **Existing Control(s)** | | | **Risk Assessment** | | | | | | **Comments justifying risk assessment, under current conditions or climate change scenarios, or effectiveness of the control** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Under current conditions** | | | | **Under the most likely climate change scenarios:**  + means increased risk  - means decreased risk  = means the same risk | |
| L=Likelihood; S=Severity; R=Risk | | | |
| **Sanitation step** | **Hazardous event** | **Hazard** | **Exposure Groups** | **Number of persons at risk** | **Description of existing control** | | **Validation of control** | **L** | **S** | **Score** | **R** |  |  |
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After discussions with your team, write in the following table which are the hazardous events that you will prioritize.

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| **Sanitation step** | **Hazardous event** | **Exposure Group** | **Number of persons at risk** | **Risk** | **Projection of changes in risks with climate change scenarios** | **Priority given** |
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**MODULE 4: DEVELOP AND IMPLEMENT AN INCREMENTAL IMPROVEMENT PLAN**

**STEP 4.1: Consider options to control identified risks**

For each hazardous event prioritized, analyze the possible control measures using the following table:

| **Step of the sanitation service chain:**  **Description of the hazardous event:**  **Exposure group:**  **Improvement options** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Option of new or modified control measures for this hazardous event** | **What is the likely effectiveness of this control measure option?**  (High, medium, low) | **What is the level of resources required?**  (Including financial, human resources, political support: high, medium, low) | **To what extent will this control measure be effective under the most likely climate change scenarios?**  (Effective, ineffective, detrimental) | **Comments/**  **discussion** | **Priority for improvement plan**  (Immediate, short term, medium term, long term) |
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| **Step of the sanitation service chain:**  **Description of the hazardous event:**  **Exposure group:**  **Improvement options** | | | | | |
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| **Option of new or modified control measures for this hazardous event** | **What is the likely effectiveness of this control measure option?**  (High, medium, low) | **What is the level of resources required?**  (Including financial, human resources, political support: high, medium, low) | **To what extent will this control measure be effective under the most likely climate change scenarios?**  (Effective, ineffective, detrimental) | **Comments/**  **discussion** | **Priority for improvement plan**  (Immediate, short term, medium term, long term) |
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| **Step of the sanitation service chain:**  **Description of the hazardous event:**  **Exposure group:**  **Improvement options** | | | | | |
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| **Option of new or modified control measures for this hazardous event** | **What is the likely effectiveness of this control measure option?**  (High, medium, low) | **What is the level of resources required?**  (Including financial, human resources, political support: high, medium, low) | **To what extent will this control measure be effective under the most likely climate change scenarios?**  (Effective, ineffective, detrimental) | **Comments/**  **discussion** | **Priority for improvement plan**  (Immediate, short term, medium term, long term) |
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**STEP 4.2: Develop an incremental improvement plan**

Use the following Gantt Chart to plan the implementation of your improvement measures.

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| **Improvement measure** | **Cost** | **Source of funds** | **Lead organization** | **Year 1** | | | | | | | | | | | | **Year 2** | | | | **Year 3** | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 |
| *Improvement measures to control prioritized hazardous event 1* | | | | | | | | | | | | | | | | | | | | | | | |
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| *Improvement measures to control prioritized hazardous event 2* | | | | | | | | | | | | | | | | | | | | | | | |
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| *Improvement measures to control prioritized hazardous event 3* | | | | | | | | | | | | | | | | | | | | | | | |
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**MODULE 5: Monitor control measures and verify performance**

**STEP 5.1: Define and implement operational monitoring**

For each prioritized hazardous event and their improvement measures, choose 1 improvement measure that should have an operational monitoring plan.

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| **Prioritized hazardous event** | **Sanitation step** | **Choose one control measure that will have a detailed operational monitoring plan** |
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Using the following tables, prepare the operational monitoring plan for the chosen control measures:

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| **Operational monitoring plan** | | | | |
| **Operational monitoring plan for:** | |  | | |
| **Operational limits** | **Operational monitoring of the control measure: Control measure:** | | **Corrective action when the operational limit is exceeded** | |
|  | **What is monitored?** |  | **What action is to be taken?** |  |
| **How is it monitored?** |  |
| **Where is it monitored?** |  | **Who takes the action?** |  |
| **Who monitors it?** |  | **When is it taken?** |  |
| **When is it monitored?** |  | **Who needs to be informed of the action?** |  |

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| **Operational monitoring plan** | | | | |
| **Operational monitoring plan for:** | |  | | |
| **Operational limits** | **Operational monitoring of the control measure: Control measure:** | | **Corrective action when the operational limit is exceeded** | |
|  | **What is monitored?** |  | **What action is to be taken?** |  |
| **How is it monitored?** |  |
| **Where is it monitored?** |  | **Who takes the action?** |  |
| **Who monitors it?** |  | **When is it taken?** |  |
| **When is it monitored?** |  | **Who needs to be informed of the action?** |  |

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| **Operational monitoring plan** | | | | |
| **Operational monitoring plan for:** | |  | | |
| **Operational limits** | **Operational monitoring of the control measure: Control measure:** | | **Corrective action when the operational limit is exceeded** | |
|  | **What is monitored?** |  | **What action is to be taken?** |  |
| **How is it monitored?** |  |
| **Where is it monitored?** |  | **Who takes the action?** |  |
| **Who monitors it?** |  | **When is it taken?** |  |
| **When is it monitored?** |  | **Who needs to be informed of the action?** |  |

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**STEP 5.2: Verify system performance**

For each prioritized hazardous event and their improvement, identify the verification plan.

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| **What is the control measure?** | **What is the objective of implementing this control measure?** | **How would you measure it?** | **Verification** | | | | |
| **What indicator will you use?** | **What is the maximum value you will accept?** | **When are you going to measure it?** | **Who will measure it?** | **How will it be measured?** |
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**MODULE 6: DEVELOP SUPPORTING PROGRAMMES AND REVIEW PLANS**

**STEP 6.1: Identify and implement supporting programs**

Write in the box below two supporting programs that should be implemented in the framework of Sanitation Safety planning.

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|  | **Supporting program 1** | **Supporting program 2** |
| **Title of the program** |  |  |
| **Objective of the program** |  |  |
| **Description of the program** |  |  |
| **Key partners to implement the program** |  |  |