

# 1 MODULE

## PREPARE FOR SANITATION SAFETY PLANNING



SANITATION  
SAFETY  
PLANNING

SSP Manual  
Pages  
7 to 17

# SSP Modules

Page 7 of your SSP manual



# MODULE 1

## Overview

### STEPS

- 1.1 Define the SSP area and lead organization
- 1.2 Assemble the SSP team
- 1.3 Establish SSP priorities



### OUTPUTS

- Agreed SSP area, leadership and priorities
- A multidisciplinary team representing the sanitation chain for development and implementation of SSP.

*In practice, it might be an iterative process!*

# STEP 1.1

Define the SSP area and lead organization

SSP Manual  
Pages  
9 to 10



## OBJECTIVE

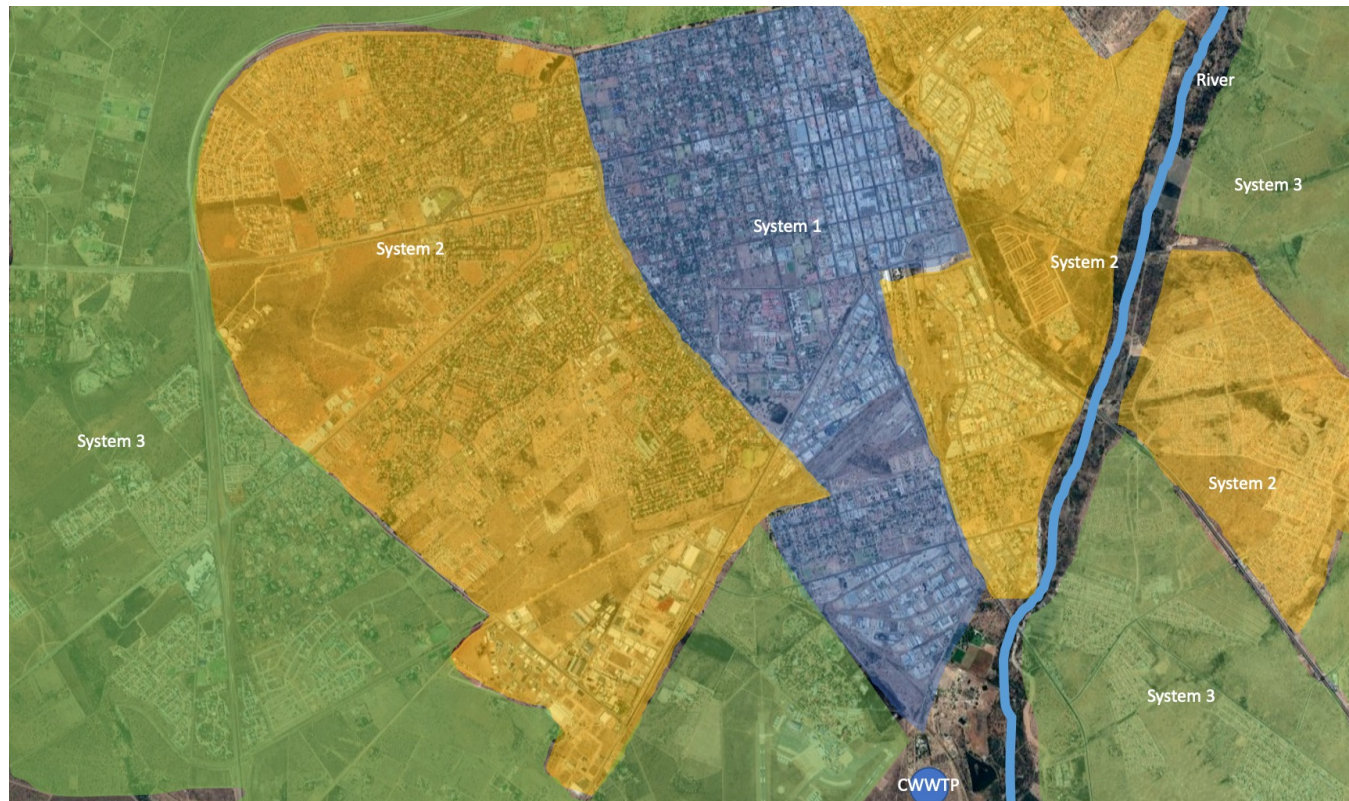
This step helps to drive and sustain the SSP process, and ensures that the scope is manageable and understood by all stakeholders.

- **Option 1:** within an administrative area
- **Option 2:** within the service area of a sanitation utility or a service provider

# STEP 1.1

Define the SSP area and lead organization

## Option 1: When SSP is initiated by a municipality, district or administrative unit



**Lead organization:**  
local authority

**SSP Leader:** officer  
of a local authority  
with the mandate  
for oversight of  
sanitation service  
provision

- System 1:** Flush toilets with sewerage and offsite wastewater treatment (area in blue)
- System 2:** Flush toilets with septic tanks and effluent infiltration and offsite fecal sludge disposal (area in yellow)
- System 3:** Dry or flush toilets with onsite disposal or offsite disposal (area in green)

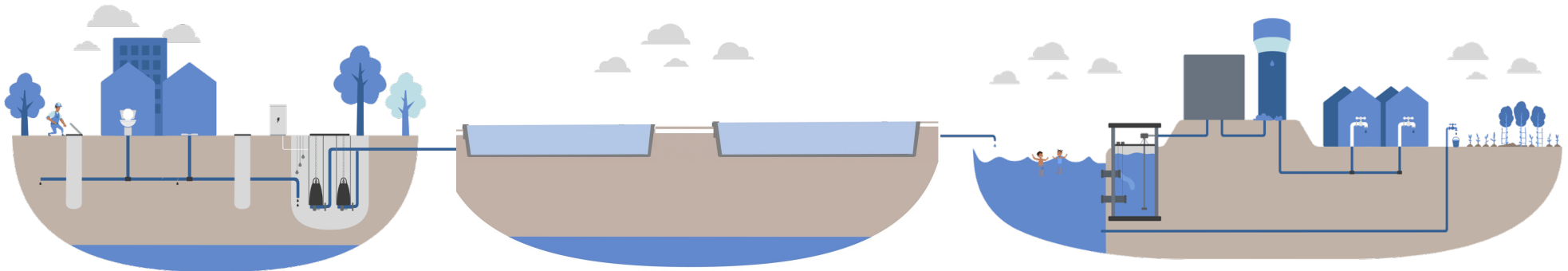
# STEP 1.1

Define the SSP area and lead organization

## Option 2: When SSP is implemented by sanitation service providers

To ensure that the sanitation systems **under their responsibility** are safely operated and their products do **not pose health risks** during disposal or use.

SSP Manual  
Examples 1.2  
to 1.4



**SSP Leader:** Person identified within the utility's organization



# STEP 1.1

Define the SSP area and lead organization

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**Two or more administrative areas are involved:**

Sanitation activities are in different administrative areas. For example:

SSP Manual  
Example 1.5  
Page 12

- A wastewater treatment plant (WTP) is in an urban area.
- The WTP effluent is reused in agricultural lands located in a different administrative area and overseen by a different authority.

**TEAM LEADER:** A coordination team

# STEP 1.2

Assemble the SSP team

SSP Manual  
Pages  
12 to 17



## OBJECTIVE

To ensure broad **stakeholder commitment** to design and implement the entire SSP process.

- In sanitation systems this is particularly important, as responsibility along the sanitation chain is seldom the responsibility of one organization.
- SSP requires clear and active leadership to succeed.



# STEP 1.2

Assemble the SSP team

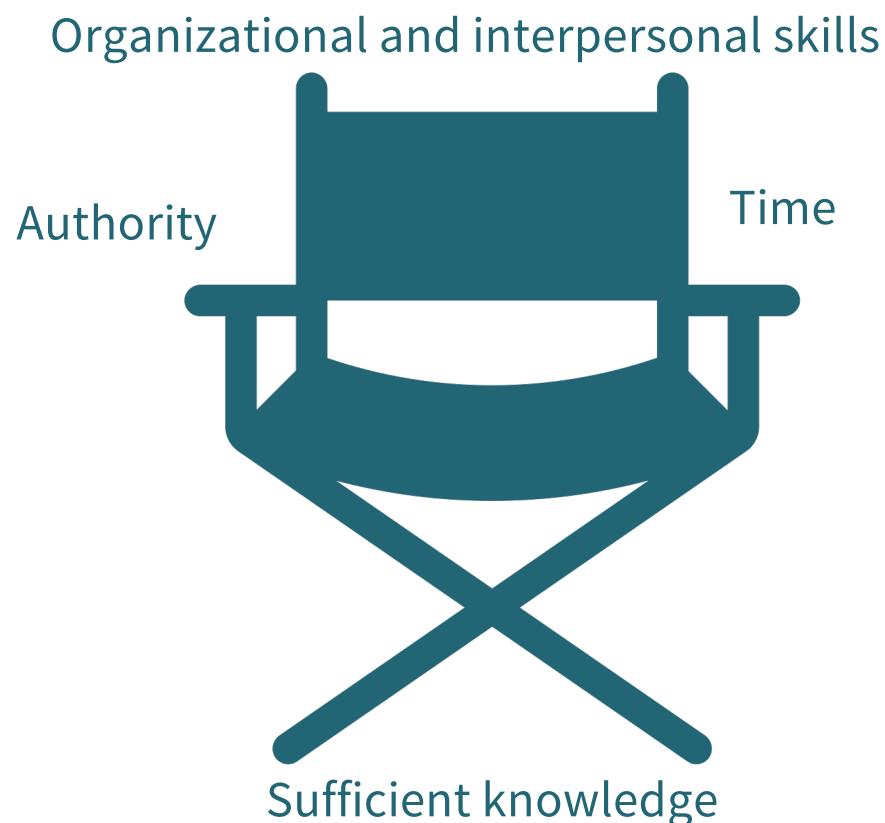
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## Appoint a SSP team leader

A team leader should be identified and appointed at the outset who will play a critical role in:

- communicating about SSP;
- mobilizing stakeholders; and
- leading development, implementation and updates of the SSP.

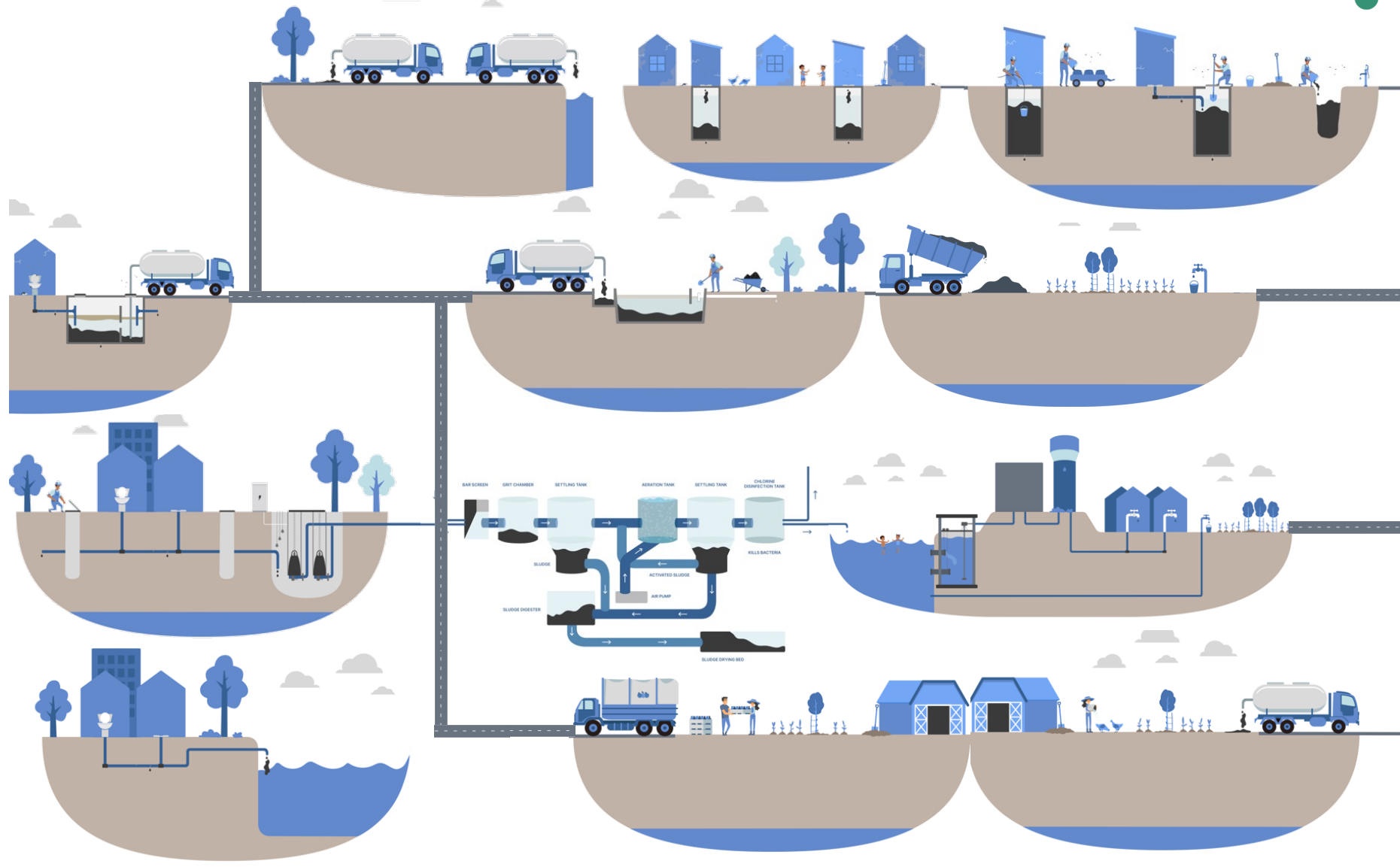
The team leader should have:



If the skills are not available locally: explore opportunities for external support

Now think about:

**Who can judge if a system is safely operated and if the products pose health risk**



# STEP 1.2

## Assemble the SSP team

### Form the SSP team

The team should include:

- **managers** within the relevant organizations;
- key representatives of **organizations in charge of sanitation steps outside the responsibilities of the lead institution**;
- people with **public health** expertise;
- representatives of key **exposure groups**;
- **external experts** and independent members (universities, etc.)

The team should be able to:

- ✓ Recognize all the hazards and hazardous events
- ✓ Rate the risk
- ✓ Drive improvements in all areas of sanitation



# STEP 1.2

## Assemble the SSP team

### Define and record roles of the individuals on the team

Responsibilities should be divided among the team members at the start of the process, and roles clearly defined and recorded.

#### TOOL 1.1. Suggested SSP team membership recording form

NAME/JOB TITLE	REPRESENTING	ROLE IN SSP TEAM	CONTACT INFORMATION

# STEP 1.2

## Assemble the SSP team

### Stakeholder analysis for large or complex SSPs

Process of identifying and characterizing stakeholders, and planning for their participation.

**Stakeholders** are individuals or organizations that: have **direct control**, have **some influence**, are **affected by** and are **interested in** sanitation systems.

#### TOOL 1.2. Stakeholder analysis

SANITATION STEP <sup>a</sup> (For example, toilet, containment–storage/treatment, conveyance, treatment, end use or disposal)	STAKEHOLDER <sup>a</sup> (Name of the organization)	ROLE OF STAKEHOLDER <sup>a</sup> (For example, direct control, influence, affected by, interest in)	MOTIVATING FACTORS <sup>a</sup> (Factors that may motivate the stakeholder in adoption of a safe system)	CONSTRAINING FACTORS <sup>a</sup> (Factors that may demotivate the stakeholder in adoption of a safe system)	IMPORTANCE <sup>b</sup> (Importance of engaging this stakeholder in the SSP process to achieve the desired result)	INFLUENCE/POWER <sup>b</sup> (Ability of the stakeholder to affect the implementation of SSP)	PARTICIPATION REQUIRED <sup>b</sup> (For example, information, consultation, collaboration, empowerment/delegation <sup>c</sup> )

<sup>a</sup> Adapted from WHO (2006), vol. 4, section 10.2.2.

<sup>b</sup> Adapted from Strande, Ronteltap & Brdjanovic (2014), and Lienert (2011).

<sup>c</sup> **Information** provides stakeholders with balanced and objective information to enable people to understand the problem, alternatives and solutions. Consultation allows stakeholder feedback on analysis, alternatives and decisions. Stakeholders who fall in this category might be considered as part of the extended SSP team or advisers. Collaboration means working as a partner with stakeholders on each key SSP decision, including prioritization and selection of control measures. Stakeholders in this category might be invited to be members of the steering committee. Empowerment/delegation is a process of building the capacity of stakeholders through training, involvement and collaboration so that they can prepare and implement SSP. Stakeholders in this category might be part of the SSP team.

# STEP 1.2

Assemble the SSP team

SSP Manual  
Example 1.9  
Page 15

## SSP Steering Committee for large or complex SSPs

Representative body with combined oversight of each step of the sanitation service chain.

Senior representatives from relevant authorities

Senior representatives of the implementation partners

WHO Guidelines  
Chapter 2  
Pages 21-22

### WHO Guidelines on Sanitation and Health :

Establish local government coordination groups with senior representation from all relevant local government departments and implementation partners to align and coordinate sanitation activities.

(Good Practice Actions, page 20)

# STEP 1.2

Assemble the SSP team

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## SSP Steering Committee for large or complex SSPs

Steering committees provide:



- Leadership and oversight of the entire process.
- Agreed priority areas for SSP.
- Engagement with, and get commitment of, senior management of the lead organization.
- Secured financial and resource commitment.
- Policy dialogue and amendment as needed to create an enabling environment for safe sanitation service delivery.



# STEP 1.2

Assemble the SSP team

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## Management and financial considerations

The SSP effort will require an in-kind commitment of time and some direct costs during the preparation phase for:

- sampling and testing
- data collection
- field investigations

Management support will be needed for the SSP process to allocate staff time and any start-up funding needed

# STEP 1.3

Establish SSP priorities

SSP Manual  
Pages  
15 to 17



## OBJECTIVE

This step establishes the priority sanitation challenges for SSP and makes the SSP process manageable.

Risk-based tools can be used to analyse the situation, to identify and reach agreement on SSP priorities:

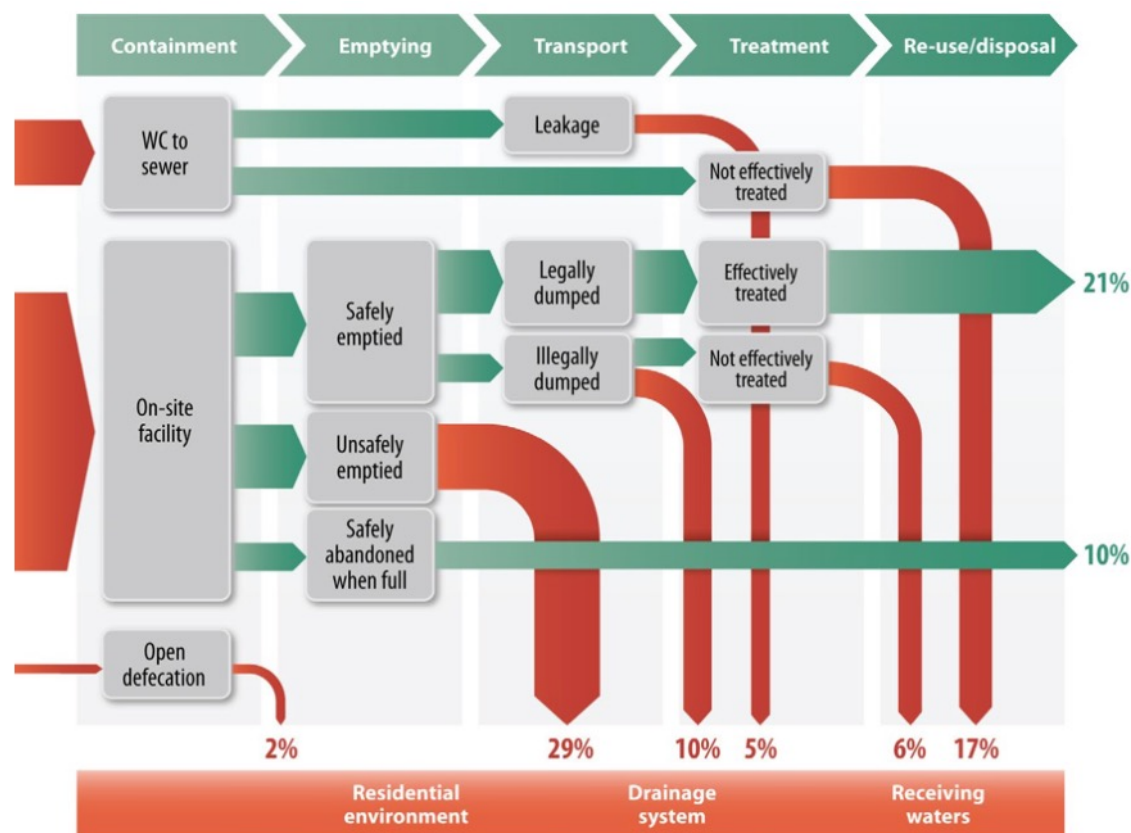
- Excreta flow diagrams (SFDs)
- The SaniPath Exposure Assessment Tool

# STEP 1.3

## Establish SSP priorities

### Excreta flow diagrams (SFD)

These help to establish priorities by graphically showing proportions of excreta in a city or town that are not safely managed at each step of the sanitation chain:



SSP Manual  
Guidance Note  
1.2. Page 16

**Red** or **green** arrows signal where the greatest risks lie and help city stakeholders identify the highest risks for management using SSP

Source: Blackett, Hawkins & Heymans (2014) (example of an SFD in Dakar, Senegal).

# STEP 1.3

Establish SSP priorities

WHO Guidelines  
Chapter 2  
Pages 11-16

## WHO Guidelines recommendations

### 1. Universal safe toilets that contain excreta

Prioritize:

- Areas with high frequency of open defecation.
- Communities where toilets are poorly constructed, unsafe and do not safely contain excreta.
- Entire communities: everyone should be using a toilet to achieve health gains.

Include:

- Shared and public toilets, in case household level access is not possible.
- Schools, health care facilities, workplaces and public places.

### 2. Safe sanitation chain

Include:

- Full sanitation chain from waste generation to reuse or disposal: toilet, containment, transport, treatment, end use/disposal.
- All waste streams at all points of the sanitation system, in particular the waste streams that receive inadequate or unknown treatment (for instance, faecal sludge).

Consider:

- Sanitation workers, who are at high risk from faecal pathogens exposure.

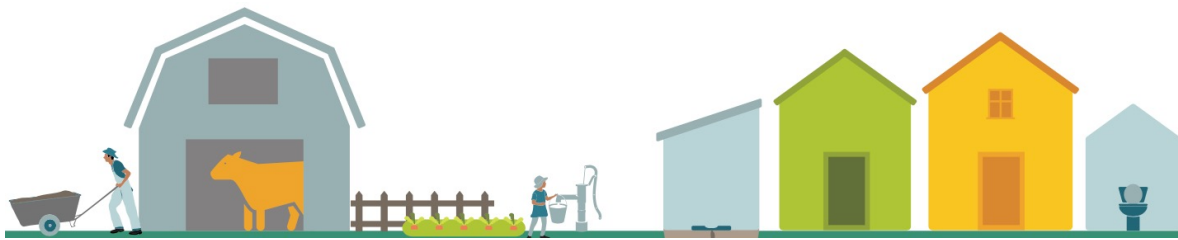
# Worked example: SSP IN NEWTOWN



## SANITATION SAFETY PLANNING

Step-by-step risk management for safely managed sanitation systems





# Worked example: SSP IN NEWTOWN

## Module 1: Prepare for SSP

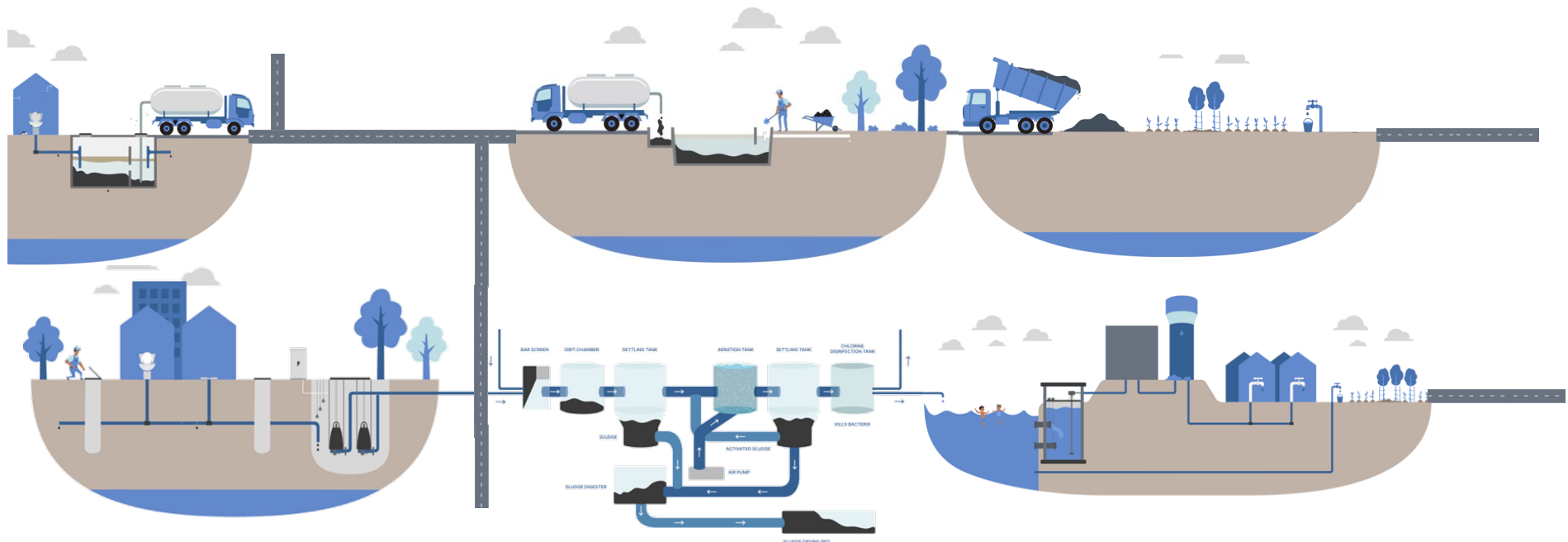
### Step 1.1. Define the SSP area and lead organization

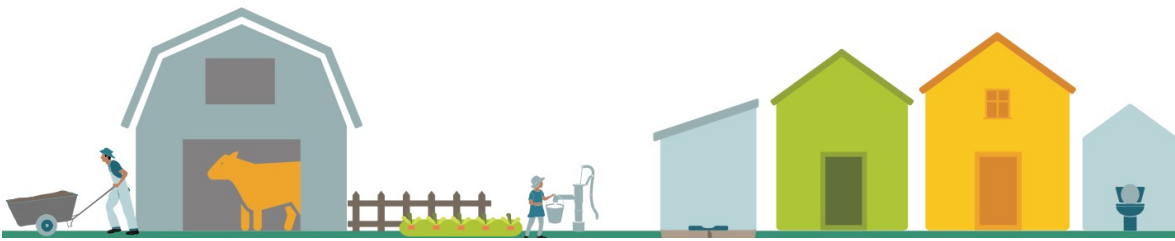
#### SSP area

- The SSP area is determined by the territorial division covered by the Newtown municipality.
- The two existing sanitation systems and all sanitation steps within the sanitation service chain are considered.

#### Lead organization

- Newtown Sanitation Department (NSD)





# Worked example: SSP IN NEWTOWN

## Module 1: Prepare for SSP

### Step 1.2. Assemble the SSP team

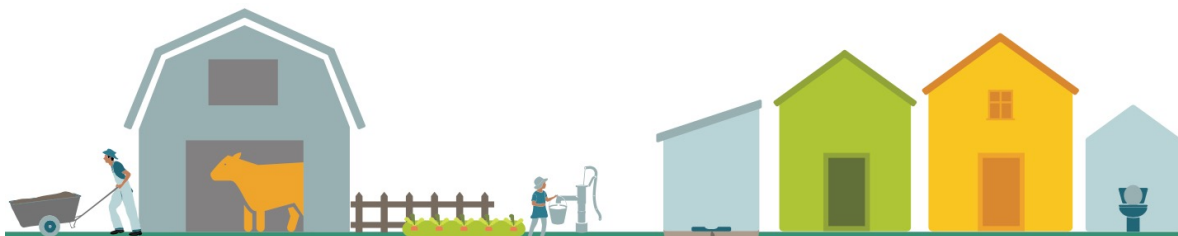
#### SSP team leader

- Head of Planning of the NSD

#### SSP core team

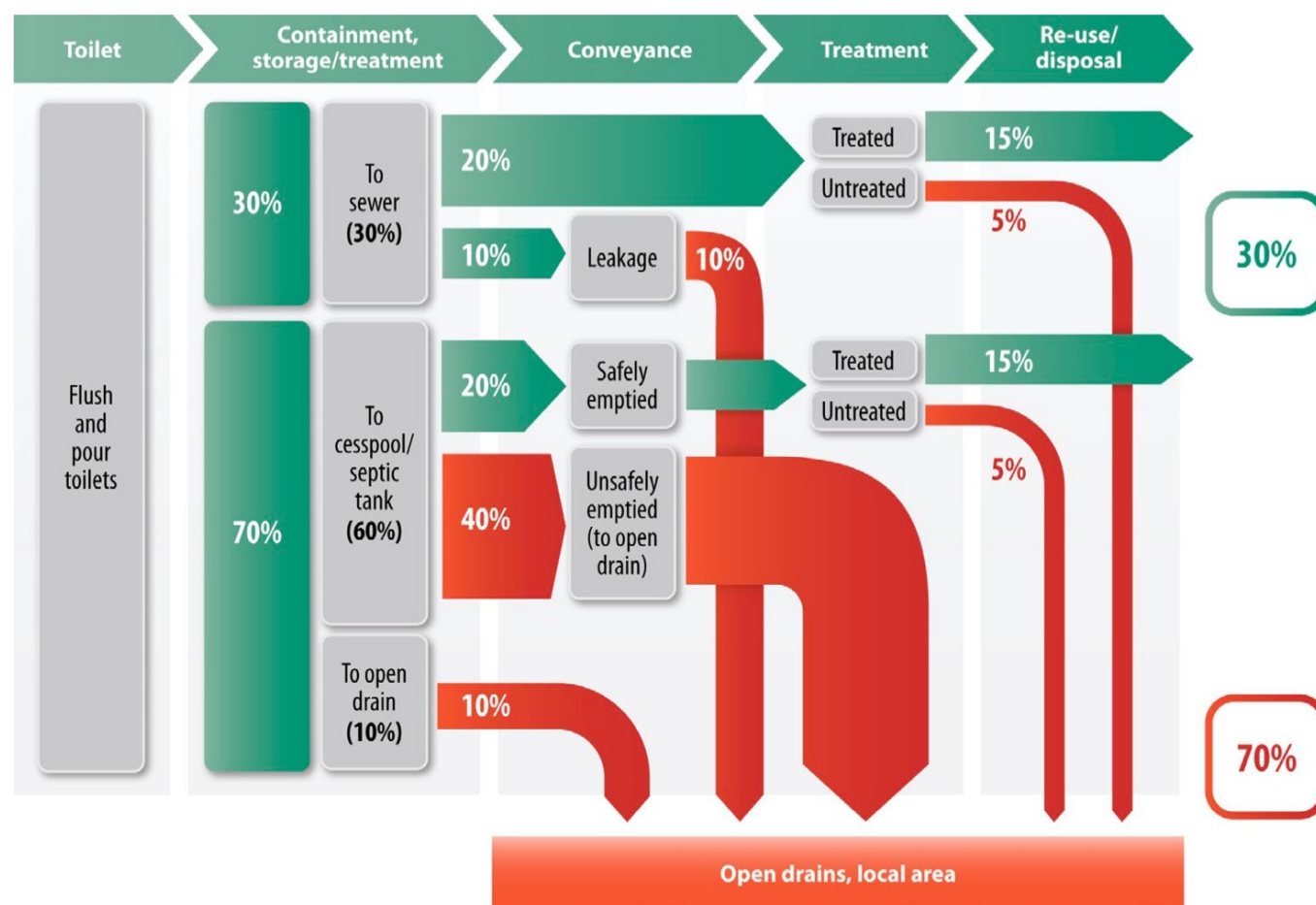
- Senior engineer who oversees system 1, a senior engineer who monitors system 2, and an Environmental Health Officer who coordinates environmental health programmes in Newtown.





# Worked example: SSP IN NEWTOWN

## Step 1.1. Define the SSP area and lead organization



The SSP team decided to prioritize system 2 (flush toilets with septic tanks and effluent infiltration, and off-site faecal sludge disposal).

# GROUP WORK

## Applying Module 1: our SSP

Go to your Group Work template online, Module 1:

Within your groups, decide:

- Which organization should be the leader of the SSP initiative?
- Who should be the person acting as leader of the SSP team?
- Which persons/organizations should be in the SSP team?

Sanitation Safety Planning  
Dehiwala-Mount Lavinia, Sri Lanka. December 8<sup>th</sup> -12<sup>th</sup>, 2025



### Tool: Sanitation Safety Plan Moratuwa Ratmalana (Sri Lanka)

developed by  
participants of the SSP Training

#### Group participants:

- XXX
- XXX
- XXX
- XXX
- XXX

Date:

Place:

#### MODULE 1: Preparing for Sanitation Safety Planning

##### STEP 1.1. Define the SSP area and lead organization

###### • Which organization should be the leader of the SSP process? Why?

[enter you answer here]  
XXXXX

##### STEP 1.2. Assemble the SSP team

###### • Which person should 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.

[enter you answer here]  
XXXXX

###### • Which organizations will be part of the SSP team?

The usual process is to: (1) conduct 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.

[enter you answer in the table below]

Organization	Job title	Role in SSP team

# 1 MODULE

## PREPARE FOR SANITATION SAFETY PLANNING



SANITATION  
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