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UNHCR WASH SAFETY AND SECURITY CHECKLIST

- UNHCR and WASH actors must ensure that all WASH programmes in refugee settings have been designed to protect users from physical safety related risks.
- While undertaking the assessment it is important for the assessor to assess each piece of WASH infrastructure for potential risks from the individual perspective of each type of vulnerable user in particular women, children, infants, the elderly, and refugees with disabilities.
- Please note that the list of questions is not exhaustive and is merely intended to focus attention on potential safety and security issues related to trip, crush, pinch, pierce, cut, splinter, burn, drowning, and gender based violence. Common sense should be used at all times and if there is a safety or security issue that is not included on the sheet it should be noted in the additional comments section for corrective action.
- Following the assessment, it is essential to prioritise risks into high, medium and low – and establish a clear plan of action to immediately address the most critical risks.
- This safety and security checklist and action plan should be referenced in the annex of the site's WASH strategy/plan.

UNHCR WASH SAFETY AND SECURITY CHECKLIST	
A. General Information	
Location: Camp _____ Sector _____ Block _____ Community _____	
GPS Long: ____° ____' ____" GPS Lat: ____° ____' ____" Site Population : _____	
Contact Person: _____ Position: _____ Organisation: _____	
Telephone: _____ Email: _____ Date of Assessment: ____/____/____	
B. Risk of SGBV	
	Risk Factor
1. Lack of consultation of women with regards to	
• The design and siting of toilets?	Y <input type="checkbox"/> / N <input type="checkbox"/>
• The design and siting of bathing areas?	Y <input type="checkbox"/> / N <input type="checkbox"/>
• The design and siting of laundering areas?	Y <input type="checkbox"/> / N <input type="checkbox"/>
• The design and siting of water collection points?	Y <input type="checkbox"/> / N <input type="checkbox"/>
• The design and siting of waste collection points?	Y <input type="checkbox"/> / N <input type="checkbox"/>
2. Lack of household or shared (one per 4 families) toilet or bathing facilities?	Y <input type="checkbox"/> / N <input type="checkbox"/>
3. Public toilet or bathing cubicle coverage greater than one cubicle per 20 persons?	Y <input type="checkbox"/> / N <input type="checkbox"/>
4. Public toilet or bathing blocks are used by more than 80 persons (16 families)?	Y <input type="checkbox"/> / N <input type="checkbox"/>
5. Public toilet or bathing facilities further than 50m from users?	Y <input type="checkbox"/> / N <input type="checkbox"/>
6. Lack of at least two layers of privacy at public, shared or household bathing and toilet facilities? (inadequate = lack of privacy wall at least 1.8m around facility in addition to a lack of individual cubicle privacy).	Y <input type="checkbox"/> / N <input type="checkbox"/>
7. Inadequate privacy of individual toilet or shower cubicles? (for example – privacy exists but material is inadequate or ripped)?	Y <input type="checkbox"/> / N <input type="checkbox"/>
8. Inadequate or non-functional door on any of the cubicles? (inadequate door = lacking a solid frame, poorly fitting with gaps)	Y <input type="checkbox"/> / N <input type="checkbox"/>
9. Inadequate, missing, or non-functional cubicle locking mechanism in any of the cubicles? (inadequate = less than 100kgs static holding force)	Y <input type="checkbox"/> / N <input type="checkbox"/>
10. Lack of adequate night-time security lighting at WASH facilities? (inadequate lighting = less than 100 lumens / m ² up to 3m around block)	Y <input type="checkbox"/> / N <input type="checkbox"/>
Total score of risks	<u> </u> / 10

UNHCR WASH SAFETY AND SECURITY CHECKLIST

C. Risk of trip, slip, or fall when using WASH infrastructure

- | | |
|--|---|
| 1. Risk of wet or slippery surfaces at water collection, laundering, bathing, toilet, or waste disposal areas? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 2. Risk of tripping over steps, curbs, or raised objects when accessing WASH services or infrastructure? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 3. Risk of falling from elevated structures? (raised toilets, open well etc.) | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 4. Lack of hand-rails to provide additional support when climbing steps or stairs to WASH infrastructure? (raised toilets, open well etc.) | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 5. Lack of hand-rails to provide additional support in potentially wet or slippery areas? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 6. Lack of anti-slip floor surfaces in potentially wet or slippery areas? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 7. Solid waste pits (or latrine pits under construction) without adequate fencing or clear and visible warning tape and signs? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 8. Any other risks of trip, slip, or fall at the site? | Y <input type="checkbox"/> / N <input type="checkbox"/> |

Total score of risks / 8

D. Risk of cut, pinch, pierce, crush, or splinter when using WASH infrastructure

- | | |
|---|---|
| 1. Risk of cut, pinch, pierce, crush, or splinter when using handpump or any other water collection or lifting equipment? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 2. Risk of cut, pinch, pierce, crush, or splinter when using solid waste containers? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 3. Risk of cut, pinch, pierce, crush, or splinter when using toilet or bathing cubicles? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 4. Any other risks of cut, pinch, pierce, crush, or splinter at the site? | Y <input type="checkbox"/> / N <input type="checkbox"/> |

Total score of risks / 4

E. Risk of drowning when using WASH infrastructure

- | | |
|---|---|
| 1. Surface water collection (river, stream, lake, pond) taking place at the site? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 2. Open wells are not equipped with locked covers / metallic grills? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 3. Open well headwalls are lower than 70cm? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 4. Septic tanks are not equipped with locked covers? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 5. Toilet slab or support structure at risk of collapse? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 6. Blocked drainage canals or risk of poorly managed drainage? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 7. Any other risks of drowning at the site? | Y <input type="checkbox"/> / N <input type="checkbox"/> |

Total score of risks / 7

F. Risk of burning when using WASH infrastructure

- | | |
|--|---|
| 1. Hot water provided for bathing or laundering is greater than 50 °C? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 2. Burning of solid wastes taking place at the site? | Y <input type="checkbox"/> / N <input type="checkbox"/> |
| 3. Any other risks of burning at the site? | Y <input type="checkbox"/> / N <input type="checkbox"/> |

Total score of risks / 3

Signature of Inspector

Community representative

Notes

WASH ORGANISATIONAL CAPACITY ASSESSMENT

- Capacity building of national public, private, or refugee-based WASH service providers is an essential element in ensuring there is a long-term durable strategy for WASH service provision in refugee settings. It should be carried out in parallel with activities to switch to appropriate and affordable low-cost WASH technologies for the setting, making WASH service provision as cost-effective as possible to facilitate handover.
- Capacity building activities should focus on reinforcing technical skills, ensuring the organisation has the financial and material resources (e.g. office furniture, computers, printers, waste collection trucks, containers, water pumps etc.) to carry out effective WASH programming, in addition to reinforcing administrative systems (finance, admin, logistics). Any interventions to hand over WASH service provision should be carried out slowly and carefully with continued support and capacity building. Once WASH services are handed over, UNHCR and WASH actors should continue to work with national regulatory authorities to ensure that the quality of services is being carried out to defined standards.
- This tool has been designed to help obtain a snapshot capacity of national public, private, or refugee-based WASH service providers and understand the type of interventions that can be carried out to build capacity. Please note that the list of questions is not exhaustive and is merely intended to focus attention on areas of potential organisational capacity support. Common sense should be used at all times and if there is a clear capacity building need that is not included on the sheet it should be noted in the additional comments section for support.
- The tool should be used to guide a conversation (approximately an hour long) with the most senior representatives of the organisation. It should be made clear that the aim of the tool is not to identify weaknesses within the organisation but to understand where the organisation can most benefit from additional support and strengthening.
- At the end of the tool, the results may be plotted on a radar plot (or simple bar chart) as follows..



A. TECHNICAL SERVICE DELIVERY

1. WASH sectoral expertise

a. Relevant WASH sectoral expertise and experience (water supply, excreta management, hygiene promotion, solid waste management, disease vector control) exists within the organization.	① ② ③ ④ ⑤ ⑥
b. The organization is able to carry out WASH related technical design, build, operate, train, transfer, and regulate related activities to national WASH quality standards.	① ② ③ ④ ⑤ ⑥
c. WASH expertise is distributed throughout the organisation and does not rest with one or two individuals.	① ② ③ ④ ⑤ ⑥

2. Geographical coverage	
a. The WASH organisation has a programmatic presence in areas affected by displaced population or has the ability to expand WASH programming into these areas.	① ② ③ ④ ⑤ ⑥
3. WASH assets and resources	
a. The WASH organisation currently has the required staffing, assets, and resources (e.g. pumps, tankers, reservoirs, surveying equipment, water quality testing equipment, tankers, drilling equipment, waste collection equipment, vector control equipment etc.) to carry out WASH program delivery to relevant standards, or has a demonstrated ability to procure these assets?	① ② ③ ④ ⑤ ⑥
4. Stakeholder consultation	
a. WASH programs currently undertaken by the organization are based on real prioritized needs and are designed and implemented in association with stakeholders. Accountability mechanisms are in place and functional.	① ② ③ ④ ⑤ ⑥
5. Value for money	
a. WASH programs currently undertaken by the organization are efficient, adequate, cost effective, timely, and responsive.	① ② ③ ④ ⑤ ⑥
6. Programmatic sustainability	
a. The WASH programs carried out by the organization have clear exit strategies and systems of sustainable operation, maintenance and cost-recovery in the medium and long-term.	① ② ③ ④ ⑤ ⑥
B. GOVERNANCE	
1. Board / advisors	
a. The WASH organisation has a board or list of advisors composed of elected and capable members who carry out key roles such as policy formulation, fund raising, public relations, or financial oversight.	① ② ③ ④ ⑤ ⑥
2. Clearly defined mission and goals	
a. The WASH organisation has clearly articulated mission/goals and clearly defined objective statements aligned with a mission statement.	① ② ③ ④ ⑤ ⑥
3. Legal status	
a. The WASH organisation is registered according to relevant legislation.	① ② ③ ④ ⑤ ⑥
4. Leadership	
a. Board / advisors, and senior management have a clear understanding of their respective roles and responsibilities.	① ② ③ ④ ⑤ ⑥
b. Leadership style of senior management is participatory.	① ② ③ ④ ⑤ ⑥
C. MANAGEMENT PRACTICES	
1. Organizational structure and culture	
a. The WASH organisation has an organizational structure with clearly defined lines of authority and responsibility.	① ② ③ ④ ⑤ ⑥
b. Systems are in place to ensure appropriate involvement of all levels of staff in decision making.	① ② ③ ④ ⑤ ⑥

2. Planning	
a. The WASH organisation has short, medium and long-term plans that are used and are updated regularly.	① ② ③ ④ ⑤ ⑥
3. Administrative procedures	
a. Administrative procedures and manual exist.	① ② ③ ④ ⑤ ⑥
4. Monitoring, evaluation and reporting	
a. The WASH program carried out by the organisation incorporates monitoring, evaluation and reporting activities	① ② ③ ④ ⑤ ⑥
b. Systems exist to collect, analyse and report data and information.	① ② ③ ④ ⑤ ⑥
c. The organisation has the ability to produce a range of appropriate reports.	① ② ③ ④ ⑤ ⑥
D. HUMAN RESOURCES	
1. Human resources management	
a. Recruitment processes are transparent and competitive.	① ② ③ ④ ⑤ ⑥
b. Job descriptions are documented and updated.	① ② ③ ④ ⑤ ⑥
c. Salaries are clearly structured and competitive.	① ② ③ ④ ⑤ ⑥
2. Human resources development	
a. Job appraisals are performance based and equitable.	① ② ③ ④ ⑤ ⑥
b. Staff training is based on capacity, needs and strategic objectives.	① ② ③ ④ ⑤ ⑥
3. Human resources management	
a. The WASH organisation has short, medium and long-term plans that are used and are updated regularly.	① ② ③ ④ ⑤ ⑥
4. Work organisation	
a. Staff meetings are held regularly and team work is encouraged.	① ② ③ ④ ⑤ ⑥
E. FINANCIAL AND PROCUREMENT	
1. Accounting	
a. Appropriate financial procedures and reporting systems are in place. Account categories exist for separating project funds.	① ② ③ ④ ⑤ ⑥
2. Budgeting	
a. Budgeting process is integrated into annual implementation plans.	① ② ③ ④ ⑤ ⑥
b. A financial unit responsible for the preparation, management and implementation of the annual budget exists and budgetary control is carried out on an ongoing basis.	① ② ③ ④ ⑤ ⑥
3. Procurement	
a. Appropriate stock control systems exist.	① ② ③ ④ ⑤ ⑥
b. Appropriate procurement systems are in place.	① ② ③ ④ ⑤ ⑥
c. Internal and external audits are conducted on a regular basis.	① ② ③ ④ ⑤ ⑥
d. The organization has the ability to prepare, launch, analyse and award competitive tenders	① ② ③ ④ ⑤ ⑥
4. Financial reporting	
a. Annual financial report is prepared by a registered firm of auditors.	① ② ③ ④ ⑤ ⑥

5. Diversification of income base	
a. The organization has multiple funding sources.	① ② ③ ④ ⑤ ⑥
b. The organization has the ability to tender for contracts.	① ② ③ ④ ⑤ ⑥
F. EXTERNAL RELATIONS	
1. Stakeholder relations	
a. The organization is seen as credible by stakeholders and funders.	① ② ③ ④ ⑤ ⑥
2. Inter-organisation collaboration	
a. The organisation networks and shares resources with other national WASH organisations.	① ② ③ ④ ⑤ ⑥
3. Government collaboration	
a. The organisation has contacts with government policy and decision makers.	① ② ③ ④ ⑤ ⑥
4. Funder collaboration	
a. The organisation has diversified contacts within the funding community.	① ② ③ ④ ⑤ ⑥
5. Public relations	
a. The organisation engages in public relations. Activity information disseminated.	① ② ③ ④ ⑤ ⑥
6. Local resources	
a. The organisation has relations with the private sector for technical expertise, material and/or human resources.	① ② ③ ④ ⑤ ⑥
7. Media	
a. The organisation has media strategy and has attracted positive media attention.	① ② ③ ④ ⑤ ⑥
G. SUSTAINABILITY	
1. Program/benefit sustainability	
a. Programs are supported by those being served.	① ② ③ ④ ⑤ ⑥
b. The organisation has developed systems for continuation of its program in the medium and long-term.	① ② ③ ④ ⑤ ⑥
c. The organisation has developed programmatic phasing-out strategies.	① ② ③ ④ ⑤ ⑥
2. Organizational sustainability	
a. The organisation has linkages with international NGOs, education institutions, government entities, research institutes, and the private sector.	① ② ③ ④ ⑤ ⑥
3. Financial sustainability	
a. The organisation has the ability to access diversified resources.	① ② ③ ④ ⑤ ⑥
b. The organisation has a fee for services and/or other cost recovery mechanisms built into service delivery where appropriate.	① ② ③ ④ ⑤ ⑥
c. The organisation has a fund raising strategy.	① ② ③ ④ ⑤ ⑥
d. The organisation has capacity to develop proposals and respond to tenders and calls for proposals.	① ② ③ ④ ⑤ ⑥