

Sanitation

Information for VAG Leaders and health committees

VAG LEADER ACTIONS

- Have meetings with your VAG about sanitation. Use the Sanitation fact sheets.
- Prepare each VAG meeting properly. At the start of each fact sheet there is a list of preparations needed. Make sure you carry out these preparations.
- Use the fact sheet '*Sanitation, why and how to use latrines*' in a first VAG meeting on sanitation.
- In other VAG meetings you can use the other sanitation fact sheets in the following order preferred by your VAG.
- If you wish, use the fact sheet '*Sanitation, key information*' in a VAG meeting to discuss all important issues regarding sanitation once again. If possible copy this fact sheet and give a copy to each family in your VAG.
- Write down all actions proposed by the VAG members during the discussions about sanitation in the VAG meeting reports and stimulate people to really execute these actions.
- Work together with the health and watsan committees. Make plans with them on further actions with regard to sanitation. Get information from the committees.
- Enter in the monthly VAG numbers report the correct number of sanitation facilities realized by the households in your VAG.

WATSAN AND HEALTH COMMITTEE ACTIONS

- Discuss the need for (improved) toilet facilities.
- Develop a plan for the introduction of (improved) toilets in your community. Use the fact sheet '*Sanitation – Start a latrine project*' for this.
- Implement the plan together with VAG's, village leaders, etc.
- Evaluate the success of the toilet project.
- Discuss whether there are other sanitation needs in the village.

Why and how to use latrines

Drawing – circle of infection



Preparations:

- Make the drawing shown above on a large paper.
- Read through the fact sheet to make sure you understand all the information and questions.
- Get a large paper and some pens to do the exercise about ways to relieve oneself.

(Show the drawing)

What do we see on this drawing?

Let the VAG members discuss. Ask per each little drawing what they see. The meaning of the drawing is:

- A man with diarrhea or worms shits outside on the ground.
- A goat eats his feces, and gets some on its nose and feet.
- The goat goes around, spreading the feces on the ground.
- A child is playing on the ground and gets some of the feces from the ground on his hands and clothes.
- Later the mother takes the child in her arms getting some of the feces on her hands too.
- Then the mother prepares food, forgetting to wash her hands.
- The family eats the food.
- Soon, the whole family has diarrhea or worms.

Discuss with the members that this is one way of spreading germs coming from feces. May be they know other ways in which feces germs can spread as well. In fact there are many ways in which these germs can spread.

Why is it important to have a latrine?

Let the group discuss. It is important to discuss germs also.

Ask: 'How does feces cause that we get sick?'

Using a latrine keeps feces away from people, animals and flies. In that way germs have no chance to get into our bodies and make us sick. Other reasons can be:

- Privacy (especially women do not want to be seen)
- Convenience (no more need to go far into the bushes).
- Security (women going to the bushes may be attacked)
- Pride (show others you have a latrine, offer guests a proper latrine to use).

Germs are tiny organisms that cause disease. Many diseases, especially diarrhoea, come from germs in faeces. People can swallow germs, if these get into water, onto food, onto the hands or on kitchen utensils. Therefore it is very important to dispose of faeces safely so the germs in it can not reach us.

How do people who do not have a latrine relieve themselves?

Let the VAG members discuss. If everybody has a latrine you may skip this question.

Preferably each household should build and use a latrine. But as long as people do not have a latrine they should go to a destined area to relieve themselves and cover their feces and urine with earth. This keeps the germs and flies away. One can make a destined area for men and a destined area for women in such a way that the men can not see the women and the women cannot see the men. But toilets are much more hygienic.

Do the schools of our children have latrines?

Let the VAG members discuss.

In some places girls leave school, because there are no latrines.

If the members feel this is the case in the community, discuss it and encourage the group to formulate action. Write the actions in the VAG meeting report.

Do babies and children use latrines?

Let the VAG members discuss. Ask additional questions like: 'Are children afraid of going to the toilet and why is that?' or 'If a family has built a new toilet does it allow the children to use this toilet?' Children should be encouraged to go to the toilet.

Latrines can be dangerous and frightening for children, if it is dark or if the hole is large. Therefore make sure the slab hole is the right size, not too small and not too large. Sometimes families forbid their children to use the latrine. This is wrong. A latrine should be used by all family members each time they need to relieve themselves.

What is done with the faeces of children that do not go to the latrine?

All faeces, also faeces of children, contain germs and can cause illness. It is very important to dispose safely of it.

What can we do if babies or children can not use the latrine?

One option can be to make a hole near the house and cover it after each use.

Children should be stimulated to use it. Pour some ash or earth on the hole regularly, to avoid bad smell. When the hole is full, cover it well and then make a new one. A tree could be planted in the used hole. But is better if they use the toilet. Baby stools should also be thrown preferably in the toilet.

What should children learn about toilet use?

Wipe or wash carefully and wash hands after using the toilet. Girls especially should be taught to wipe from front to back. Wiping forward can spread germs into the urinary opening and the vagina, causing bladder infection and other health problems. Discuss together how to teach children on this.

Do women in our village use latrines?

If there are women in the community who do not use a latrine ask how they relieve themselves. Also ask how those women prevent that people see them when they relieve themselves. Do women like this way of relieving themselves?

Can men and women use the same latrine?

The answer is yes. If VAG members feel that men and women should not use the same latrine have a discussion about why they feel so. Everybody can use the same latrine. Only make sure the latrine is kept clean.

Do people in our community wash hands after using the latrine?

If this is not the case, discuss that washing hands after using the latrines is important, because in this way we give germs no chance to make us sick. If people have no soap they should use ashes of the fire for washing hands. Discuss what actions you will undertake to inform people about this. Put these in the VAG meeting report.

Are there hand washing devices next to the latrines in our community?

If there are no hand washing devices, or if more are needed it is good to take this up as an action point. Plan when you will discuss the fact sheet on making a tippy tap.

Exercise

If you have some sheets of paper and pencils you can do this exercise:

- Split the group into smaller groups of about 4 to 5 persons.
- Ask each group to make two drawings of ways to relieve oneself.
- When the groups have finished, ask them to present their drawings.
- Ask the VAG members to discuss and decide together which ways of relieving oneself are good and which are bad.

Remind the members about the action points they have decided on.

Ask if there are any further questions.

Agree on the date, time, place and topic of the next meeting.

Close the meeting.

Construct a latrine

Picture 1 – Digging the pit of a latrine



Picture 2 – Making a latrine slab



Preparations:

- Prepare a paper with the Table presented under the first question. In the first column enter all households of the VAG. Leave the rest unfilled.
- Ask the community coach and the watsan committee about the possibilities of support to households that want to construct a latrine and about what the procedures are to follow.

Do we have latrines and what type?

Let the VAG members discuss. Together fill the first two columns of the below list together. In the first column you have already filled the names of all VAG households (if not do it together with the VAG members). In the second column discuss and enter per household what type of toilet they have, like: 'no toilet', 'traditional latrine' (made with local materials), 'simple improved latrine' (with a good concrete slab), VIP latrine (with concrete slab and vent pipe), double pit latrine, etc. Leave the last two column open for the moment (you will fill these later during this meeting).

Household	Type of toilet (if family does not have a toilet fill in 'no toilet')	What type of toilet is desired?	Action required?	Timing of the Action

Are the toilets we have safe?

Let the VAG members discuss. If toilets are found unsafe discuss the reasons.

What toilets do we desire?

Discuss per household what type of latrine would be desirable. Enter the responses in the above list (third column). Discuss per household what is required to get the desired toilet type and enter this in the fourth column. It is possible that action is required even if the desired toilet type is the same as the toilet type they have.

Examples:

- *An improved simple pit latrine has a full pit. Write for required action that a new pit should be dug and the platform and latrine house to be moved to the new pit.*
- *A traditional latrine of which the wooden platform has almost rotted away. Make a choice whether to place a new wooden platform or replace the old platform by a proper concrete platform. Write down the actions required.*

In case a family has a good toilet and does not want to change anything write in the fourth column 'no action required'.

What are the expected difficulties to execute the required actions?

Let the VAG members discuss. For families who feel they can execute the required actions ask when they will do it and write this in the last column of the above list. For the difficulties brought forward discuss how these can be overcome. Examples:

- *Difficulty: no money for concrete slabs. Action: Ask the community coach or watsan committee how to get loans for slabs.*
- *Difficulty: two vulnerable single parent families unable to make a latrine themselves. Action: decide who will assist the two families to make a latrine (enter the actions and timing in the above list for the two families).*

By overcoming the difficulties it is hopefully possible to further plan the required actions and their timing for each household and write these in the above list. If not all difficulties can be overcome it may be necessary to first work further on overcoming the difficulties. Sometimes this takes time (for instance if the support organization or any other institution cannot immediately start with providing loans, or if people are in a period they really cannot afford to make a latrine or even get a loan for it). When difficulties are overcome the actions required for realized the desired toilet facilities can be properly planned and executed.

Optional Exercise

If your VAG has concluded they need latrines, you can suggest to make a latrine together so people can learn how it can be done properly. Actions:

- *Decide what type of latrine to build and where and when to build it. A good idea is to build the toilet at one of the households so it really will be used.*
- *Make a list of tools and materials needed and who will bring or provide these.*
- *If a concrete slab is required and you don't have one may be you can ask the community coach or the watsan committee to give or sell one to the VAG. Decide together who will pay the costs. Another idea is to go to a place where latrine slabs are produced and make a latrine slab yourself at that place (only do so if afterwards you can transport it to the place where the latrine will be made).*
- *Decide who will do what. For instance some persons should dig the hole before the VAG members will come to finalize the latrine. They should dig the hole with the proper dimensions. Use the technical manual for the toilet type selected!*
- *It is good to study the technical manual together so everybody has an idea already about what needs to be done.*
- *Later make sure to complete this exercise on the date(s) and location decided. When finalizing the latrine follow the instructions in the technical manual for the selected toilet type. Ask the community coach and/or the watsan committee for assistance.*

Remind the members about the action points they have decided on.

Ask if there are any further questions.

Agree on the date, time, place and topic of the next meeting. Close the meeting.

Financing a latrine

Preparations:

- *Get information on possibilities for getting a loan for a latrine and what the costs are of paying back the loan.*
- *Ask the watsan committee or the community coach what the actual cost is of a latrine or a latrine slab.*

How much does it cost to make a latrine?

Let the members discuss. If they don't know tell them from what you know from the watsan committee and the community coach. Explain also where they can get a loan and what the cost is to pay back the loan. Be careful that people understand that getting a loan can be expensive!

How can we pay for a latrine?

Let the members discuss. If the members conclude that paying for latrine slab themselves or with a normal loan is too expensive go to the next question.

What is a rotating fund?

Let members discuss. A rotating fund is a fund the members put together money so that one family can buy a slab. The next time the money goes to another family, and so on. This way in the long run each family can get money to buy a slab. Make sure the VAG members realize that this is a serious commitment and that they have to contribute until each of the members involved has its own latrine. Let the VAG discuss about this saving system, and let them conclude on whether they would like to use this system, or maybe they have some other ideas for financing the latrines. Make a plan to start a rotating fund if you like this.

Or should we make a traditional latrine to spare money?

Let the members discuss. A traditional latrine, with a slab made out of wood, is less costly. But it is important to keep safety in mind. Also the wooden slab is not very hygienic and needs to be replaced every few years or even more often. Also for making traditional latrines trees will be used. You may suggest to the group that they could plant some new trees as compensation for the ones they used if they decide to make traditional latrines.

Remind the members about the action points they have decided on.

Ask if there are any further questions.

Agree on the date, time, place and topic of the next meeting.

Close the meeting

Construct a tippy tap

Preparations:

Get all materials and tools needed for making a tippy tap:

- *The tippy tap construction manual (ask your watsan committee, community coach or other staff from the support organization to give you the manual)*
- *Two poles of 2 meter with Y-shaped end.*
- *Two sticks of 1 meter*
- *A saw to cut the wood.*
- *Two lengths of rope (0.5 m and 1 m)*
- *A 5 liter container*
- *A piece of soap*
- *A bag of gravel or coarse sand*
- *A nail of 3 to 4 inch*
- *A pair of pliers*
- *A lighter*
- *A spade or shovel*
- *A screwdriver*

What is a tippy tap?

Let the members discuss. If required tell them a tippy tap is something for washing your hands after toilet use, before eating and before preparing a meal.

How should we use the tippy tap?

Let the members discuss. Proper use of a tippy tap includes:

- *Make sure the container is always filled with water*
- *Putting a tin with ashes from the fire next to the tippy tap*
- *Wash hands with ashes from the fire (or soap if this is available) every time after toilet use, before eating and before preparing a meal.*
- *Persons cleaning a babies bottom should also wash their hands afterwards.*

Exercise – making a tippy tap

Make a tippy together with the VAG members so all of them know how to make one themselves. You can make it for instance next to the toilet of one of the VAG members. Make the tippy tap by following the instructions in the tippy tap construction manual. Decide together who will make a tippy tap in the coming months and write this down as an action point in the VAG meeting report.

Remind the members about the action points they have decided on.

Ask if there are any further questions.

Agree on the date, time, place and topic of the next meeting.

Close the meeting

Making a Refuse pit

Ask the group what they normally do with their refuse.

Let the members discuss freely. They will probably come up with answers like:

- *Burying*
- *Burning*
- *Putting it in a refuse pit*

Why is it important to bury or burn refuse, and not to leave it lying around the house?

Let the members discuss freely.

- A lot of illnesses can be prevented by using a refuse pit. Germs can be spread by flies. Flies like to breed in refuse, like food left over or peelings from vegetables and fruits.

How to make a refuse pit:

- Find a place that it situated at least 20 meters from your house and 20 meters away from water sources
- Dig 2 holes in the ground which are around 2 meters deep, and fence it off so that animals can not touch it. It is best to have 2 refuse pits; one refuse pit for things which can rot and decompose like food, ashes, grass and plants. This compost can be used in the vegetable garden or in the field as manure. And another refuse pit for things, which cannot decompose like plastic, paper, iron or glass.
- Put all plastic, iron, and glass garbage in a container in a safe place away from children; keep it covered to keep out flies and rats. At the end of the day take it to the refuse pit. When the pit is full burn the refuse.
- Use the other refuse pit as a compost pit. This means you should only put things in that pit that can rot and decompose (such as food, plants, grass, ashes, etc). Each time you put organic rubbish in this pit, cover it with a layer of earth. When the pit is full, you can use the organic material as compost for your vegetable garden. For more information on producing compost please take a look at the 'fact sheet about composting'.

Decide together who will make a refuse pit in the coming month and write this down as an action point in the VAG meeting report.

Ask if there are any further questions.

Agree on the date, time, place and topic of the next meeting.

Close the meeting

Start a latrine project

Preparations:

- *Take up contact with the support organization and learn from them when you can expect support for making a loan system (getting a grant first to start a revolving fund) or getting materials and tools to start a slab production centre*

Starting a Centre for production of slabs

In Starting the Centre for producing concrete slabs, the following is necessary:-

1. Select a Committee to oversee the project
2. Select people to be trained on how to produce slabs
3. The Community will shoulder the burden of finding capital, resources for the production of slabs, cement, wire mesh and steel. If possible work together with other stakeholders such as the support organization, other organizations and the Government in securing funds for the project.
4. The overseeing and the effective running of the latrine slab production centre is the responsibility of the mentioned committee.
5. The Committee will be trained to manage the centre and the payments by the beneficiaries.
6. After production of the slabs and selling them, the profit will be used in producing more slabs in relation to the demand.
7. There will be two ways for a family to get a slab:
 - a) Through buying either in cash or by credit
 - b) Being assisted to produce the slabs at their own premises after they have resources required plus some money to pay for the trained technician.
8. The family will be responsible to dig the pit and build the superstructure.

Key information

WHY A LATRINE?

- It prevents the spread of germs.
- A concrete slab is best: easy to clean, strong, lasts long.
- Privacy (nobody can see you when you relieve yourself).
- No more need to go far in the bushes.
- Pride -show others your latrine, offer guests a proper latrine



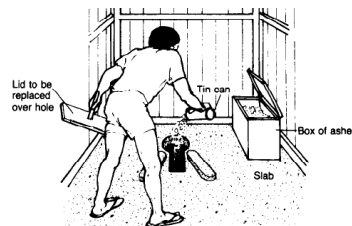
HOW TO USE A LATRINE?

- All family members should use the latrine, also children.
- Dispose the stools of babies in the latrine.
- Wipe or wash the bottom carefully after relieving yourself. Women and girls especially should wipe from front to back.
- Wash hands after using the toilet.
- Cover the hole with the lid after use.
- Full pit? Dig a new pit, break down superstructure, place slab on new pit, build the superstructure. Fill old pit with earth and plant a tree on it.



HOW TO CLEAN AND MAINTAIN YOUR LATRINE?

- Clean the slab, walls, floor and door regularly.
- Fill in cracks in walls, floor, door and roof. Repair in time.
- Put lime or fire ashes down the pit to kill mosquitoes.
- Do not put rubbish on the floor.
- Make sure the latrine is properly ventilated.
- If there is a vent pipe have it covered with a fly screen.



HOW TO MAKE A LATRINE?

- Collect money in your group, or get a loan from the watsan committee or a credit institution for the slab.
- Buy or make a concrete slab of proper dimensions.
- Dig a proper pit: overlap slab with ground at least 50 cm, pit at least 30 m away from water sources. Make a lining if necessary.
- Place the slab and build a superstructure.
- Get advice from an expert or the watsan committee and use a good manual for making a latrine.



HOW TO MAKE A TIPPY TAP?

- Follow the instructions in the tippy tap manual to make a proper tippy tap.
- Get the tippy tap manual from your watsan committee or from the community coach.



HOW TO MAKE A REFUSE PIT?

- Follow the instructions in the tippy tap manual.
- Get the tippy tap manual from your watsan committee or from the community coach.



ADDITIONAL INFORMATION *///support organization to fill in itself///*

Where to get a loan for a latrine?

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