

# WASH IN SCHOOLS

## Checklists



GHANA  
EDUCATION  
SERVICE



Ghana Education Service

**WASH in Schools CHECKLISTS**

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## 1. Introduction

These checklists are to be used together with the Guidelines and help schools and other authorities involved with school WASH to clearly identify which tasks are to be undertaken at different times and responsible personalities for the various activities.

## 2. Selection of School Toilet Type and Location

Activity	Who is Responsible
Location of toilet shall ensure pupils are safe when accessing it	School Head/SbHC/ EHA/DWD
Location of toilet shall ensure privacy for users	EHA/DWD/ Consultant
Toilet MUST be sited at least 50m from existing boreholes and preferably downstream	Consultant/DWD/ EHA
Toilet blocks for boys and girls should be located as far apart as practicable (minimum 10m apart where there are space constraints)	Consultant/DWD/ EHA
Toilets should be located such that vent pipes are not easily blocked by branches etc.	Consultant/DWD/ EHA
Availability of regular flow of water	Consultant/DWD/ EHA
Type of soil	Consultant/DWD/ EHA

## 3. Design & Construction of School Toilets

Activity	Who is Responsible
Provide separate toilet blocks for boys and girls	Consultant/DWD/ EHA
Ensure a maximum of 50 pupils per toilet	Consultant/DWD/ EHA/ School Head
Provide separate blocks for urinals	Consultant/DWD/ EHA
Ensure there are hand washing facilities for each toilet	Consultant/DWD/ EHA
Provide a changing room within the toilet block for adolescent girls	Consultant/DWD/ EHA
Ensure toilet bowls or drop holes are convenient for use by all ages especially smaller children	Consultant/DWD/ EHA
Provide one privy room suitable for use by children with disability	Consultant/DWD/ EHA

## 4. Water Supply

Activity	Who is Responsible
Schools shall be encouraged to have rainwater harvesting systems	DWD/School Head
Water quality for drinking water sources MUST meet Ghana Standards Authority Drinking Water Standards	EHO/School Head
All water points MUST have an appropriate drainage mechanism	School Head/SbHC
Where drinking water is fetched for storage, the fetching and storage vessels shall be kept clean and washed regularly	School Head/SbHC
Where drinking water is stored, the storage vessels MUST always be covered	School Head/SbHC
Water quality tests shall be carried out for boreholes	DWD/EHO/School Head



## 5. Operation and Maintenance Plan Checklist

Activity	How Often	Who is Responsible	Expenses to be Incurred
Supply of soap, filling of water reservoirs, provision of clean towels	Daily	SbHC	By School
Supply of cleaning Materials	Every Term	School Head	By School/ SMC/PTA
Cleaning of toilets, water supply facilities, school yard	Daily	Pupils or Caretaker	By School
Supervision: inspection for damage and level of pit fill	Daily	School Head/ SbHC	Nil
Record Log Book			
	On demand	SbHC	Nil
Emptying of Pits and Tanks	When needed	School Head/ SbHC/ EHO	By School
Inspect and Repair Technical Components (vents, nets, plumbing, chambers etc)	Monthly	SbHC/ School Head	By School/ SMC/PTA
General Repairs of structure, chambers etc	Yearly	DA/SMC/ PTA	DA/SMC/ PTA
Painting	When needed	School Head	By School/ DA

## 6. Hygiene Promotion and Hand Washing

Activity	How Often	Who is Responsible	Expenses to be Incurred
Hygiene promotion should be included in curriculum	Yearly	SHEP	Nil
Teacher training on use of WASH Facilities	Yearly	SHEP	
Training of pupils in use of WASH facilities	Every Term	School Head/ SbHC	Nil
Ensure provision of hand washing facilities in toilets, eating places etc.	One Time	School Head/ DWD/ EHO	By DA
Ensure hand washing is done under running water	Daily	SbHC/School Head	By School
Ensure soap is provided for all hand washing facilities	Daily	School Head/ SMC/ PTA	By SMC
Provide training on hygienic use of toilets	Every Term	SbHC/School Head	Nil
Safe disposal of anal cleansing material must be taught and practiced	Every Term	SbHC/School Head	Nil
Children of all ages should be able to operate taps	Daily	SbHC/School Head	Nil
Taps for kindergarten children should be located 700mm above ground level for easy access.	One Time	DA	DA
Bowls of water in which more than one child washes hands MUST BE AVOIDED	Always	SbHC/School Head	Nil

## 7. Solid Waste Management And Compound Cleaning

Activity	How Often	Who is Responsible	Expenses to be Incurred
Bins shall be provided at strategic locations on school compound, including near food vendors	Every Term	SbHC/School Head	By School / SMC
Teachers and pupils will be trained on benefits of source separation	Every Year	SbHC/EHO/ Experts	By School /DA
Schools may opt for composting and training will be provided	Every Year	SbHC	By School
Recycled paper and plastics will be sent to collection agents where available	When required	SbHC	Nil

## 8. Functionality of Existing School Toilets

Criteria	Yes / No	Remarks
Acts as medium for fly breeding		
There is access for flies and animals		
Requires handling of raw faeces		
Pollutes or contaminates ground water		
Pollutes or contaminates surface water		
Pollutes or contaminates the soil		
Water is available for hand washing		
Water is available for flushing (if required)		

## 9. Construction Supervision

Activity	Yes/No	Remarks
Are Design Drawings Available?		
Is there a technical person available to supervise the construction?		
Are personnel of the school involved in siting the facilities?		
Are personnel of the school invited to site meetings?		
Are the materials being used in construction of good quality? (If not well informed seek expert advice)		
Is the quality of work satisfactory? (If not well informed seek expert advice)		
Has the construction site been protected to prevent children passers-by from getting injured?		







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