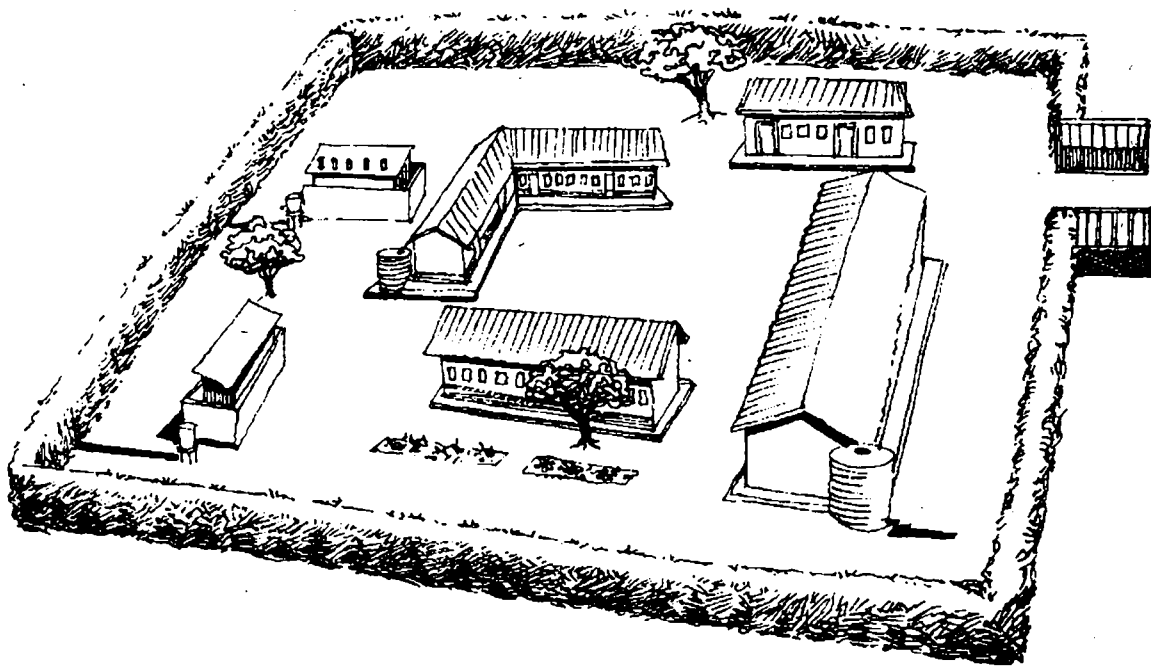


GUIDELINES FOR SCHOOL SANITATION



SCHOOL SANITATION PROMOTION

July 2001

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GUIDELINES FOR SCHOOL SANITATION PROMOTION



THE REPUBLIC OF UGANDA
ENVIRONMENTAL HEALTH DIVISION
MINISTRY OF HEALTH

GOV-UNICEF
WATER AND ENVIRONMENT
SANITATION PROGRAMME



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----WITH CONTRIBUTIONS FROM RUWASA PROJECT----

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TABLE OF CONTENTS

	Forward.....	
1.0	Introduction.....	1
2.0	Background.....	1
3.0	Relevant laws for school sanitation.....	2
4.0	What is Sanitation.....	3
5.0	School Sanitation requirements	4
6.0	Roles and responsibilities.....	13

1.0 Introduction

This manual is written for School Management Committees (SMC), local authorities, teachers, community leaders and parents to help them **plan** and **implement** affordable interventions to improve sanitation in primary schools and other institutions of learning.

The manual gives guidelines on the areas to be covered and suggests ways to improve each area of sanitation in accordance with the relevant school regulations.

These guidelines have been developed to assist you and the community to meet the required sanitation school standards including the promotion of hygiene practices.

2.0 Background

In 1995 there were 8,531 government-aided primary schools with a total number of 2,628,409 pupils. Of these schools, 3,812 (33.5%) had a water supply and the reported ration of students to latrines was 328:1. Many schools, particularly rural schools, had no latrines at all and those with latrines, did not have separate latrine facilities for girls and boys. A study undertaken by the Uganda National Examination Board (1996) in a number of sampled districts found that:

- 66.7% of schools had safe water
- 8% schools had adequate number of latrines
- 33% had separate latrines for girls.

As of now few schools in Uganda have access to adequate sanitation facilities. In addition some local leaders/administrators, politicians, and school management committees do not regard school sanitation and hygiene as their responsibility. Sanitation and hygiene issues are left to the teaching staff who mainly concentrate on academic performance.

Children are very receptive to new ideas as they grow. Many children in Uganda spend their time at school. The school practices they observe have great influence on their behaviour. It is important that primary schools provide an environment and opportunity, which can reinforce good hygiene and sanitation practices in children while they are still at an impressionable age. What children learn at school will develop into good hygiene habits which will be practiced at home and pass on to their own children.

3.0 **Relevant Laws for School Sanitation**

The Government of Uganda has created an enabling environment for the promotion of sanitation in schools through the provision of regulations.

The following are a few:

3.1 **Constitution**

The 1995 Constitution of the Republic of Uganda states that **'It is the duty of every citizen of Uganda to create and protect a clean healthy environment'** (Chapter 3, Article 17 (j)).

3.2 **Local Government Act**

Part IV, article 7 (a) and 14 (a & b) of the Local Government act (Act 1, 1997) refers to the need for provision of hygiene services and the enforcement of building and maintenance standards to include latrines and proper disposal of refuse.

3.3 **Public Health Act**

Which gives basis for the subsidiary legislation of school building rules.

3.4 **The Kampala Declaration**

The Kampala Declaration on Sanitation (KDS) (October, 1997) signed by all the districts focuses on schools. "We shall ensure that every primary school and all other institutions of learning have adequate sanitation facilities (latrines, safe drinking water supply and hand washing facilities; with separate facilities for girls) by the end of 1998. We further endorse the immediate reintroduction of school health inspections of pupils and premises in all sub-counties".

3.5 **Ministry of Education Policy**

The Ministry of Education Policy on Universal Primary Education (UPE) of 1997 emphasises that all primary schools shall be involved in **school health programmes**.

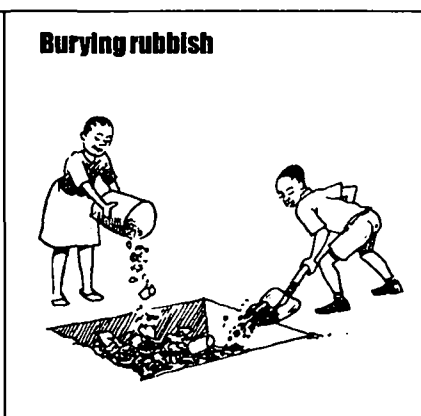
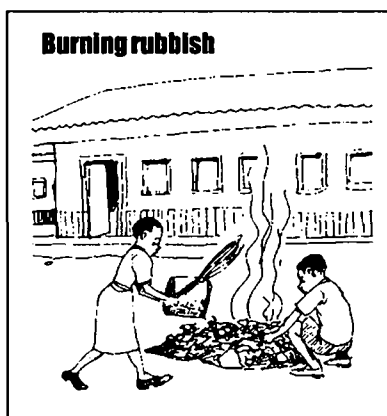
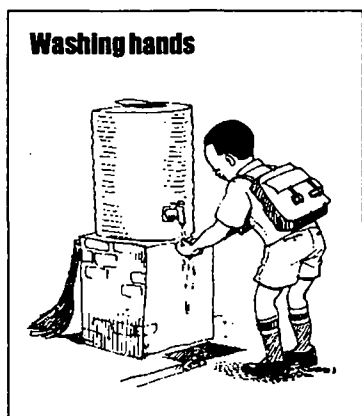
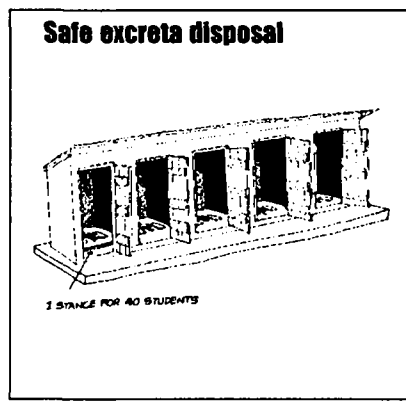
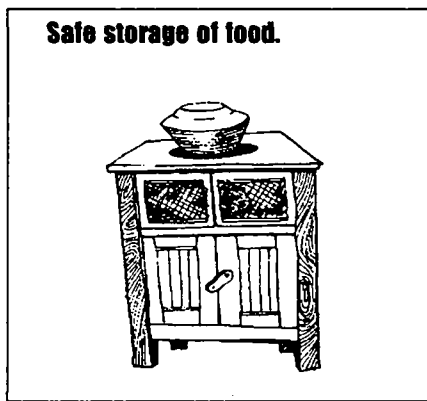
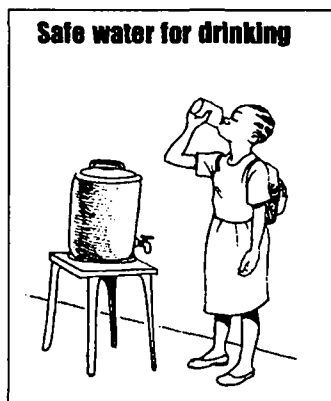
4.0 What is Sanitation ?

Sanitation refers to personal and environmental cleanliness.

Better sanitation is the promotion of facilities, skills and practices that enable individuals, families and communities to improve their quality of life through:

- safe disposal of human excreta (faeces and urine),
- practicing of good personal, domestic and food hygiene,
- safe disposal of solid and liquid waste, (rubbish, garbage, animal waste, dirty water),
- safe collection and storage of water especially for drinking
- control of insects and rodents that can spread disease (flies rats, mosquitoes)
 - safe drinking water
 - washing hands
 - disposal of refuse
 - pit latrine with hand washing facility
 - safe storage of food.

Sanitation is more than the promotion of latrines. Traditionally, in Uganda, the term “sanitation” has a broad meaning. It includes not only health aspects but social aspects like esteem, enlightenment and admiration.



5.0 School Sanitation Requirements

To meet the required sanitation standards, every school should have the following:

- Excreta disposal facilities
- Well maintained latrines
- Refuse collection and disposal facilities
- Water facilities
- Storm water drainage
- Vector Control
- food hygiene
- Classroom accommodation
- Sleeping accommodations
- Playground
- Personal hygiene.

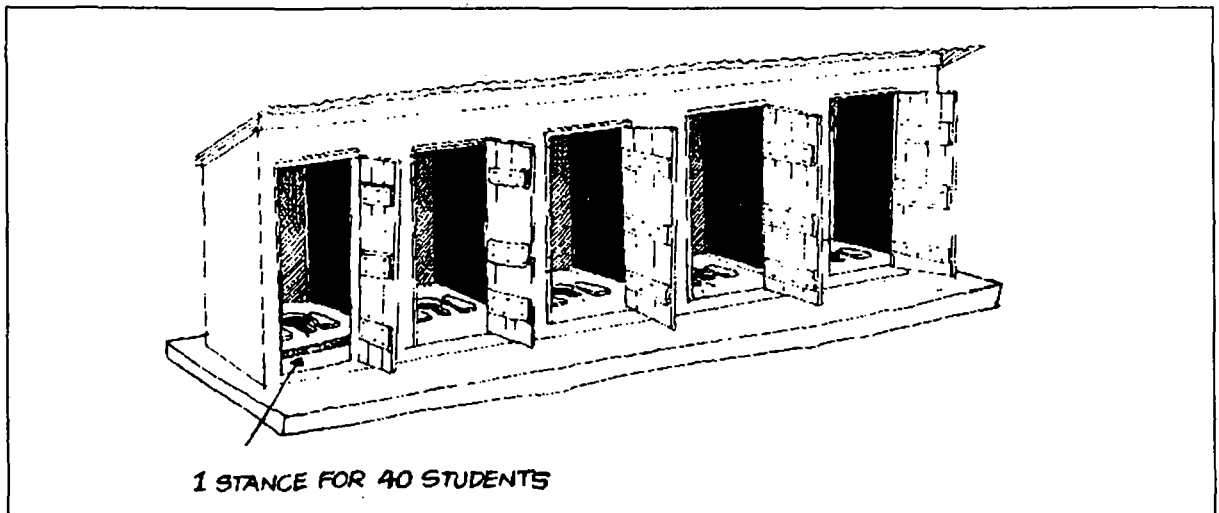
5.1 Excreta disposal facilities

Every school (Day or Boarding) shall have adequate proper and sufficient latrine accommodation in accordance with school building rules. Urinals should also be provided for boys as they reduce the number of latrine stances required.

The following shall be the minimum requirements for latrine accommodation.

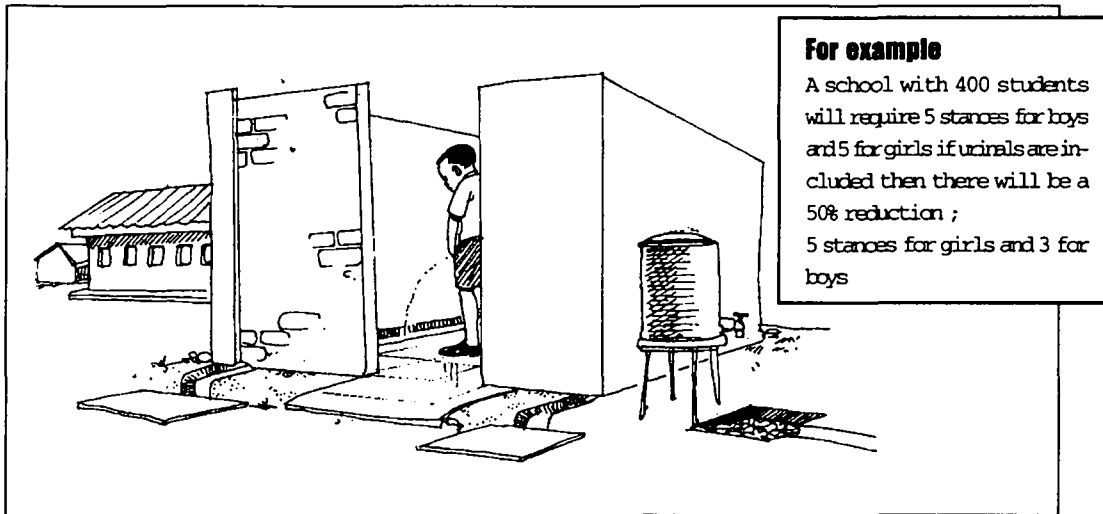
a) Water closets, pit latrines stances

- Boarding schools - 1 stance for every 15 students
- Day schools - 1 stance for every 25 students up to 100, thereafter 1 stance for every 40 students
- Internal measurements of a latrine stance/accommodation should be 3ft wide, 4 ½ ft long and 6ft high (height of the walls).



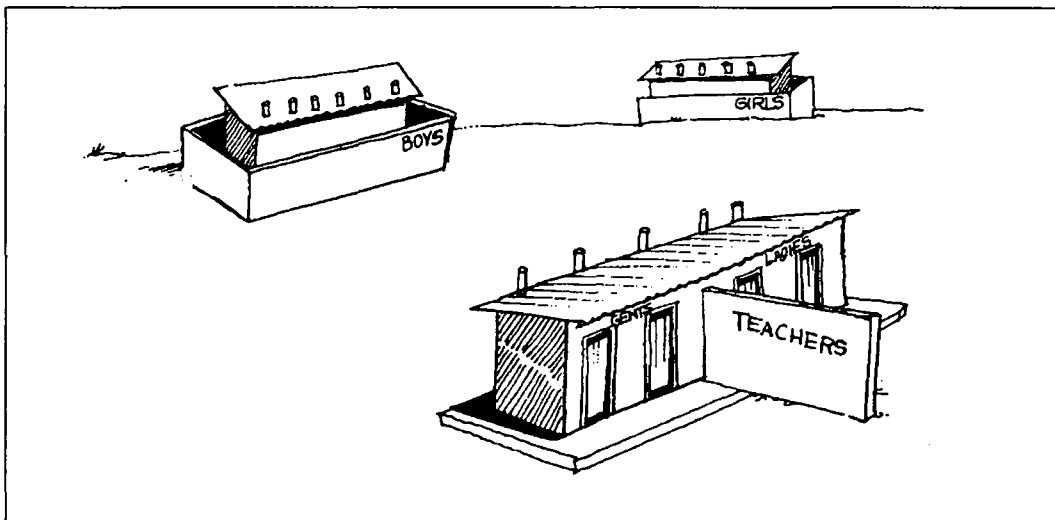
b) Urinals

- A reduction of 50% in the number of latrine stances can be made for males by providing urinal channel of at least 1ft 10 inches for every 25 males.
- The urinals should be provided with a soak away pit filled with stones or charcoal.



c) Special considerations

- For schools that are both boarding and day schools, calculate the number of latrine stances depending on the ratio of boarder to day students
- For mixed schools (males and females):
 Provide separate latrine accommodation for students of each sex over seven years of age.
- Provide separate latrine accommodation for teachers; and if teachers of both sexes are employed, separate latrine accommodation should be provided for each sex
- Such latrine accommodation should be constructed so as to ensure privacy, with the entrances for females effectively screened from those for males.

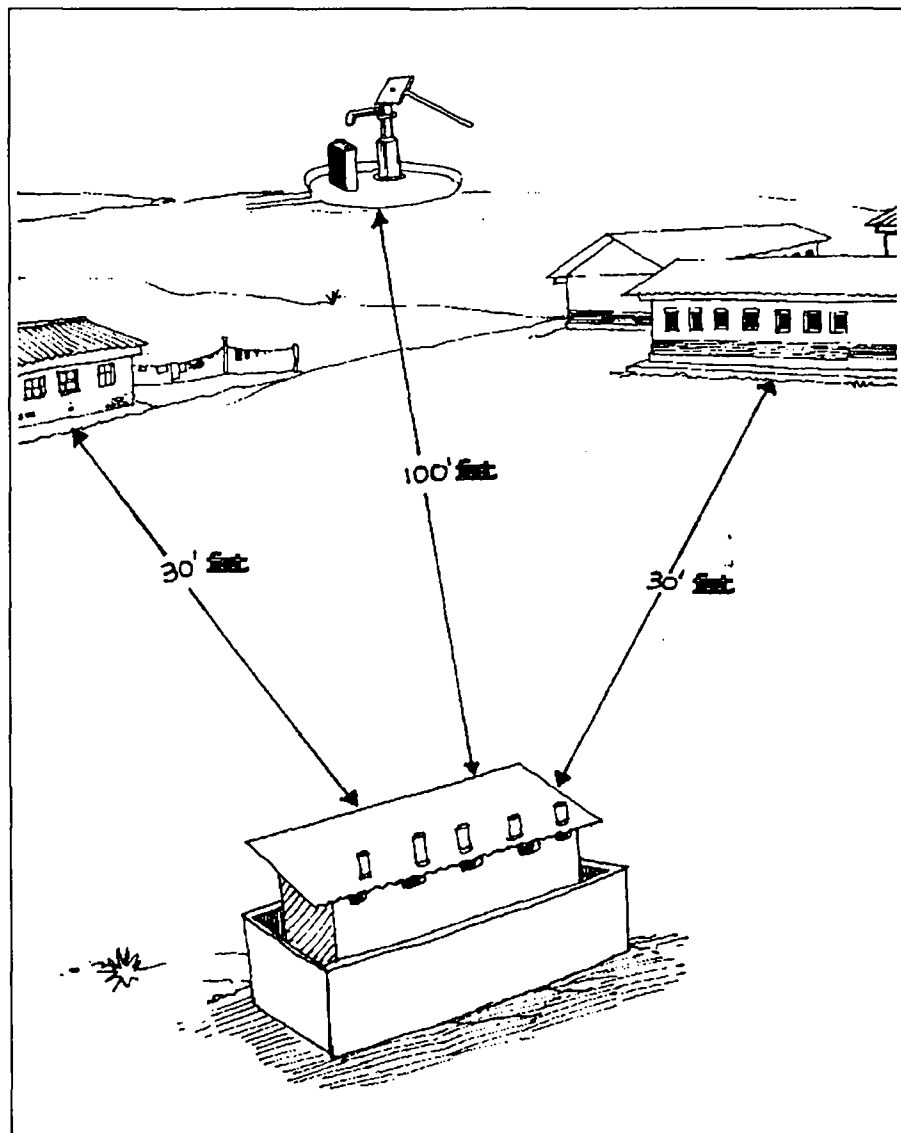


d) **Siting (location) of pit latrines should be:**

- Not less than 10 metres (30 feet) and not more than 50 metres (150 feet) from a classroom.
- Not less than 10 metres (30 feet) and not more than 20 metres (60 feet) from a dormitory
- At a distance of not less than 30 metres (100 feet) from a water source.

Location and distance from the latrine recommended.

- Latrine Construction

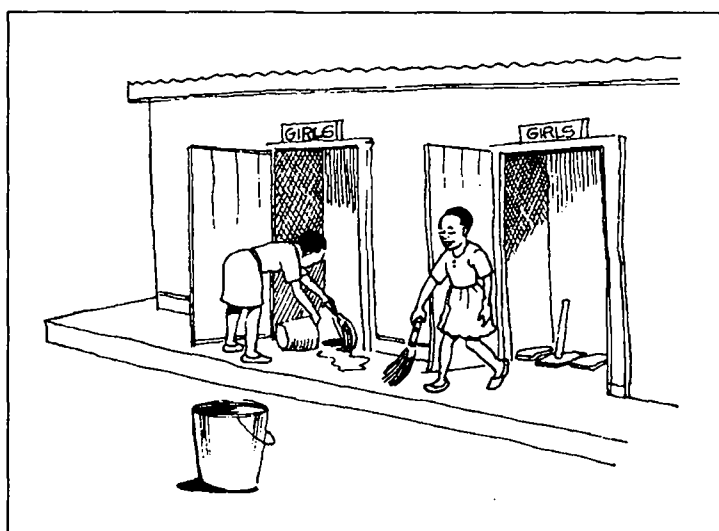
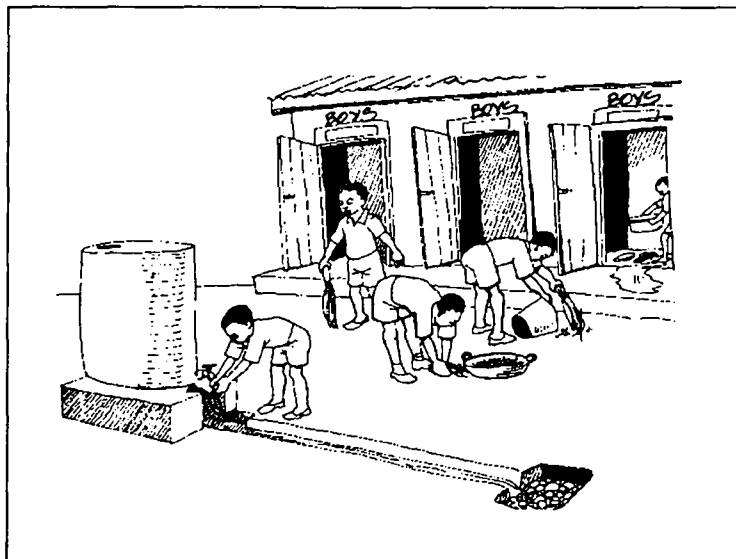


5.2 Latrine Maintenance

It is important that latrines are kept clean, free from flies, bad smells and safe for users, with a strong floor and squat hole.

This includes:

- Sweeping the floor every day and washing it with water and soap (if the floor is cemented).
- Smoking the latrine regularly to control the smell is recommended
- Closing the pit when the contents are within 1 metre (3ft) of the ground, the building demolished and the pit filled with earth. Alternatively the contents can be emptied and buried.

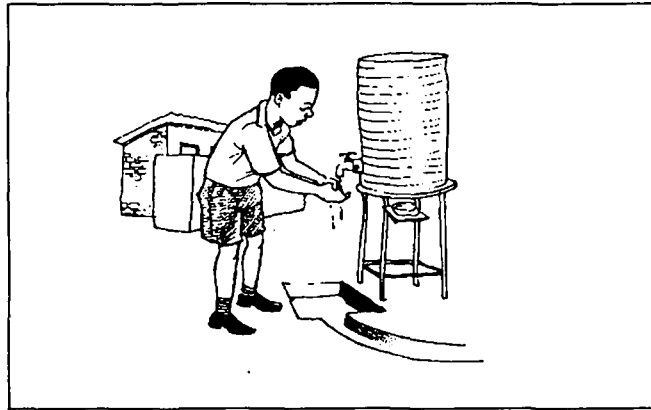


A latrine provided with cement floor or slab/sanplat is easier to keep clean.

5.3 Handwashing facilities

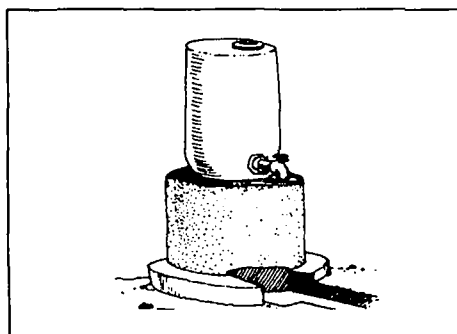
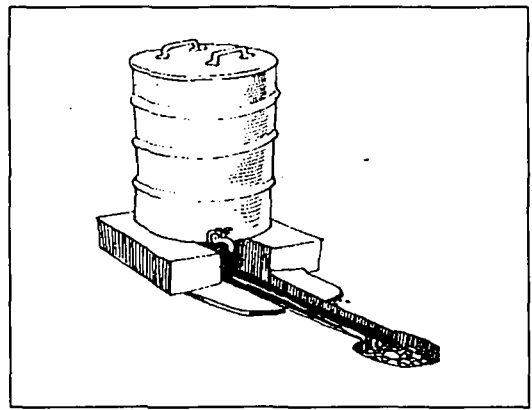
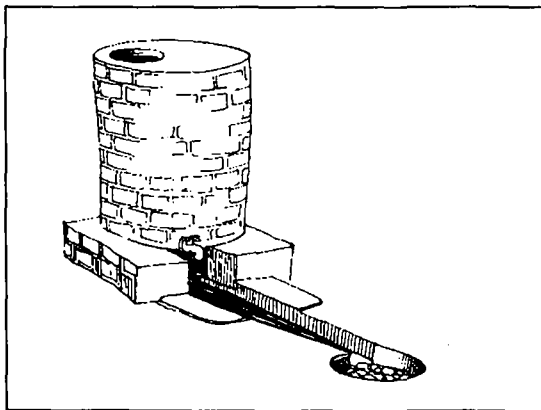
The best and most effective way to stop the spread of disease is for the pupils to be taught to wash their hands with soap after using the latrine and before eating food.

Washing hands with soap and plenty of water removes germs. If soap is not available, ash is a good substitute for washing hands.



A hand washing facility should be provided next to the latrine for easy access. It could be any of the following:

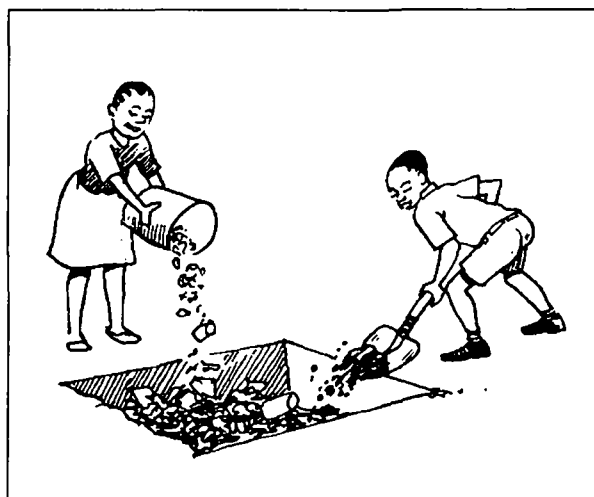
- A drum fitted with a tap and mounted on a concrete platform
- A small brick tank, fitted with a tap
- A plastic 20 litre jerrican or tank
- A cement tank, big pot/jar (rainwater or filled regularly)



5.4 Refuse (Rubbish) Collection and Disposal Facilities

The school should make sure that all refuse is collected and disposed of properly. Suitable waste bins/containers should be provided in class rooms, and around the school compound. Pupils should be educated to put all refuse in the bins.

There are many suitable ways of disposing refuse. For rural schools refuse pits are recommended (a pit of reasonable size about 4ft deep x 8ft long 6ft inside. All refuse should be deposited in the pit and covered with earth.



Burning refuse is discouraged; however, it can be used for non decomposing materials e.g plastics, polythene bags etc.

For urban schools where refuse bankers or skips (big containers) are provided, all refuse should be deposited there and regularly collected by local authorities.

5.5 Water Supply Facilities

Schools should be provided with sufficient supply of safe water, for drinking, washing and bathing for pupils and staff. Where there is no piped water supply, the water for drinking and washing hands should be provided in clean containers. Arrangements should be made to ensure that water is made accessible without danger of contamination.

Other forms of water supply can be provided and these include:

- boreholes
- protected springs
- gravity flow schemes
- rainwater tanks

Water from such sources may need to be treated. Such treatment can either be by chlorinating or boiling.

Ensure availability of safe drinking water, which should be stored in clean containers free from contamination.

5.6 Waste Water Drainage

Waste water from bathrooms, hand washing facilities, stand pipes sun drying tables, house cleaning and boreholes should be disposed of in soak away pits.

Also storm water from other water points should be disposed of in well maintained drains.

5.7 Vector Control

Vectors are responsible for the transmission of some diseases and others are a public nuisances. These include houseflies, cockroaches, rats, mosquitoes, lice and fleas. The table below shows some diseases, their cause and how they can be controlled:

Vector	Disease Transmitted	Control Measure
Housefly	cholera trachoma diarrhoea polio dysentery typhoid fever	proper collection and disposal of refuse proper use and maintenance of latrines use of insecticides
Mosquitoes	malaria yellow fever elephantiasis	drain breeding places cut long grass application of oil in the breeding places remove empty containers tins and motor tyres
Cockroaches	dysentery typhoid	fill cracks on walls and floors proper refuse collection and disposal proper use and maintenance of latrine use of insecticide
Fleas Rats	bubonic plague	avoid rats in school clear vegetation around the school use ant-rat drives burn dead rats immediately

5.8 Food Hygiene

In schools where food is prepared and served or brought in by pupils, measures should be put in place to ensure adequate food hygiene. These include:

- storage facilities to guard against contamination
- food must be cooked properly and served hot
- a kitchen of a suitable size, type and construction should be provided
- facilities for proper washing and sun drying of food utensils should be provided
- food vendors should be clean, medically fit, and foodstuffs sold hygienically.

5.9 Sleeping Accommodation - Dormitories in Boarding Schools.

- Separate dormitory accommodation with adequate space for pupils of each sex who are over 7 years of age should be provided.
- Minimum floor space required:
 - 30 sq ft per pupil under 12 years of age
 - 40 sq ft per pupil over 12 years of age
 - Where two tier beds (double beds/deckers) are used, 30 sq ft per pupil.

5.10 Classroom Accommodation

Adequate classroom accommodation shall be provided to enable a proper sanitary learning environment.

- Spacious classroom:
Minimum floor space $12\frac{1}{2}$ sq ft per pupil and 50 sq ft per teacher. Height of walls: a minimum of 10ft with smooth finish.
 - Cleanness:
Should have a smooth floor and swept clean
1. Lighting should be 10% of the total floor area with main lighting falling on the left handside.
 2. Ventilation to be at least 1% of the total floor area well distributed to opposing or adjacent walls to ensure cross or through flow of air.

5.11 Playground:

Physical exercises promotes health, space should be provided.

Space should be availed for recreation purposes. This should cater for both girls and boys. They may include, football and netball pitches; tennis courts, etc.

5.12 Bathing facilities

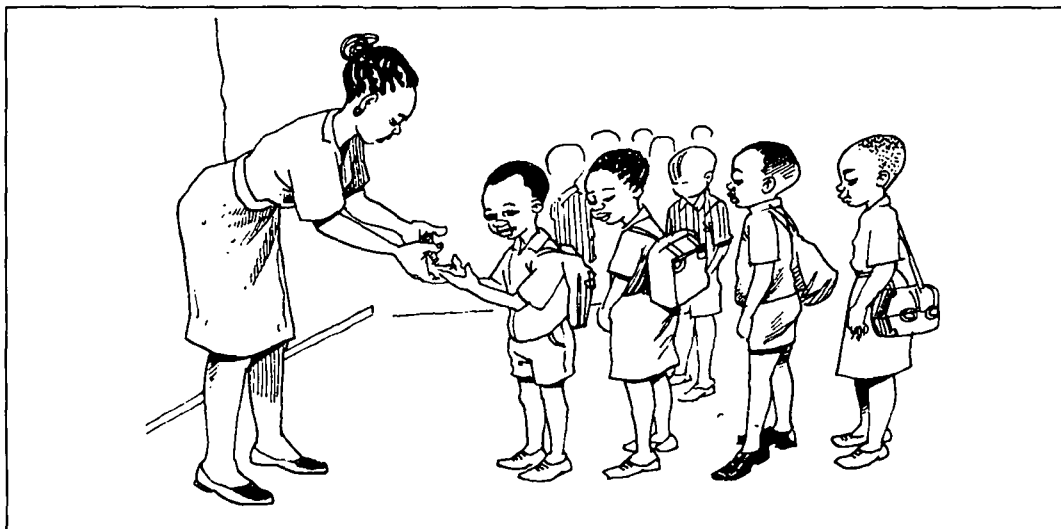
Bathing facilities should be provided for both sexes.

5.13 Personal Hygiene and General Cleanliness

School authorities should promote and monitor personal hygiene and general cleanliness of the school environment.

- Health inspection parades every morning should be carried out with special emphasis on body cleanliness, teeth, nails, clothing etc
- Records of the hygiene and sanitation status of the school should be kept.

All measures outlined above will not yield the intended benefits if personal hygiene is not practiced.



Provide perimeter fencing and keeping the compound clean.

6.0 Roles and Responsibilities

It is the responsibility of the District and sub-county authorities, School Management Committee (SMC) and in primary schools Parents Teachers Association (PTA); teachers and pupils to promote sanitation.

Below are the responsibilities of the various players:

SMC and PTA

- Budget and allocate funds for promotion of school sanitation and hygiene
- Supervise sanitation and hygiene education activities
- Construct pit latrines as prescribed under these guidelines
- Provide hand-washing facilities
- Develop and implement a school sanitation improvement programme
- Construct classroom blocks in accordance with the guidelines
- Construct a kitchen (in case of boarding schools) of suitable size and
- Ensure a regular sufficient and properly balanced diet for the pupils

Teachers and Pupils

- Conduct health inspection parades every morning. Special emphasis is to be placed on personal hygiene (body cleanliness, teeth nails, etc). A good way to do this is for the children to check each other
- Inspect for general cleanliness of latrines. Special attention must be given to presence of cleaning materials and hand washing facilities
- Collect and dispose refuse properly
- Dispose off wastewater properly. Give special attention to storm/stagnant water, which should not collect on the school compound
- Monitor that food is thoroughly well prepared, cooked, served hot and protected from flies and other sources of contamination. If children are coming with packed lunch, it should be stored in a good facility
- Ensure that all foodstuffs are not stored in dormitories or other sleeping quarters in a school and all food utensils are properly washed, sun dried after use and stored properly for next use.
- Inspect the school compound for general cleanliness. For example, grass must be kept short.
- Conduct hygiene education geared towards behavioural change. Teachers should discuss with pupils the relationship between sanitation/hygiene behaviour and disease.

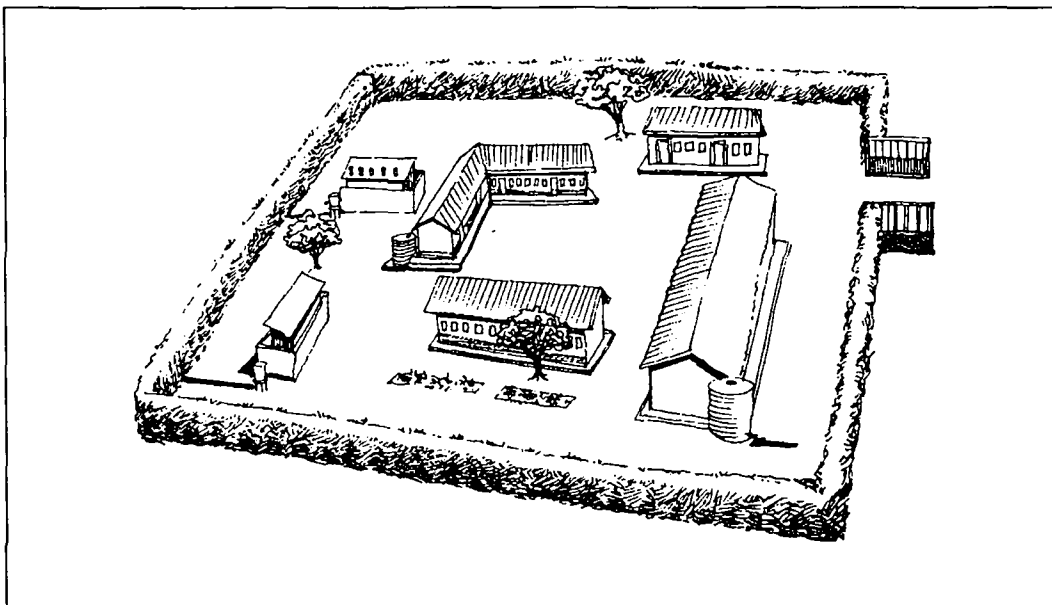
District and Sub-counties

- Plan and Budget for sanitation promotion activities in schools. The funds budgeted be used for sanitation activities
- Monitor the pro
- Monitor UPE support for sanitation promotion in schools
- Organise annual school improvement competitions/festivals, sub-county level to minimise expenses. Trophies and prizes should be awarded to recognise outstanding achievements
- Ensure that every school has updated plan for water and sanitation promotion activities.

Additional support for school sanitation:

For additional information on sanitation, please contact the following organisations:

- Ministry of Education
- Environmental Health Division (EHD) - Ministry of Health
- UNICEF - Water and Environmental Sanitation (WES) Programme
- Rural Water and Sanitation Programme - Eastern Uganda (RUWASA)
- World Health Organisation (WHO)
- Regional Water and Sanitation Group - East Africa (RWSG -ESA)
- Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs).



**A CLEAN SCHOOL IS A HEALTHY SCHOOL
A HEALTHY SCHOOL IS A HAPPY SCHOOL
A HAPPY SCHOOL WILL HAVE BRIGHT CHILDREN
BRIGHT CHILDREN WILL HAVE A BRIGHT FUTURE.**



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