



Water Safety Plan: **step by step risk assessment for drinking water suppliers**

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**International
Water Association**



Water Safety Plan Manual

- Step-by-step approach (11 modules) to develop and implement a Water Safety Plan (WSP)
 - Assemble WSP team
 - Description of Water Supply System
 - Identification of hazards and hazardous events and assess risks
 - Determine and validate control measures, reassess and prioritize risks
 - Monitoring of control measures (operational monitoring)
 - Verify effectiveness of WSP
 - Management procedures
 - Periodic review and update of WSP



Water Safety Plan Manual



http://www.who.int/water_sanitation_health/publication_9789241562638/en/index.html



WSP quality assurance tool

- A means to identify weaknesses and target improvement efforts
- A mechanism to answer the question: "Does the WSP meet minimum quality standards?"
- Enable a consistent approach to evaluating WSP development and implementation efforts
- Expected benefits:
 - help utilities identify gaps
 - increase the pace of change and widespread adoption of WSPs
 - improved system performance, water quality



Structure of the WSP quality assurance tool

- Based on the structure and guidance in the Water Safety Plan Manual
- WSP Manual provides the information and interpretation for completing the tool





Who is the WSP quality assurance tool for?

- Organised water supplies managed by a water utility or similar entity
- Water safety plan teams
- Utility senior management
- Internal/ external assessors



When should the WSP quality assurance tool be used?

- From starting out on the WSP approach to full and continuing implementation
- Guide and assess implementation
- Challenge complacency



WSP quality assurance tool

Progress to date

- Introduced concept of WSP tool at Bonn Network Workshop (Feb 09)
- Established Advisory Group (March 09)
- Developed first draft of tool and introduced to Advisory Group at WSP Meeting (March 09)
- Developed second draft of tool and a tool introduction
 - Reviewed by the Advisory Group, LAC WSP Network, SA Water and EUREAU (May 09)
- Introduced second draft of tool at RegNet meeting (June 09)



WSP quality assurance tool

Progress to date (cont.)

- Developed piloting strategy (Sept 09)
- Developed third draft of tool and next iteration of tool introduction (Oct 09)
 - Sent to Advisory Group, LAC Network and SA Water
- Developed tool report (Oct 09)
- Develop preparatory materials for the piloting phase of the tool (Oct 09)



Scoring

- The tool has a scoring system of 0 - 4
 - 0 points – step not been started
 - 1 point – step just started
 - 2 points – step partly completed
 - 3 points – step substantially completed
 - 4 points – step fully completed and documented
- It is not the intention to put too much emphasis on the exact scores obtained
- The aim of the scoring process is to help identify where improvements should be made and where priorities should be directed

'Input' Tables
This is where you will enter your supplier and system specific information

'Introduction'

WSP Assessment Tool

Please select a table

	STATUS
Part 1: Supplier specific information:	
>> Table 1: General information on the water supplier	NS
>> Table 2: General information on WSP progress	NS
Part 2: System specific information	
<i>This part should be filled out for each supply</i>	
>> Table 3: General information on the water supply system	NS
>> Table 4: Description of the water supply system	NS
>> Table 5: WSP information on the catchment	NS
>> Table 6: WSP information on treatment	NS
>> Table 7: WSP information on distribution	NS
>> Table 8: WSP information on consumer premises	NS
>> Table 9: Verification monitoring	NS

Assessment Reports

>> Example summary report

'Assessment Reports'
This is where you will find your information synthesized into reports

This Tool is designed to assist in the development and implementation of Water Safety Plans (WSPs). Use of the Tool will highlight areas where progress has been made and assist in prioritizing improvement efforts. It is closely aligned with the *WHO/IWA WSP Manual* (2009) and knowledge and understanding of this Manual are essential prerequisites for proper application of the Tool.

Further information about this Tool can be found in the "INTRODUCTION". (Please press 'INTRODUCTION')

To Navigate this tool, open the Table you want to see by pressing the relevant "Table" listed on the left side of this sheet and come back to the main menu by pressing the "BACK TO MENU" button on the top right hand side of the sheet. You can go to the previous or the next table by pressing the "Previous" or "Next" buttons at the bottom left and right hand side of the sheet, respectively. Please take a look at the "INSTRUCTIONS" to familiarize yourself with the colour code scheme.

- INSTRUCTIONS**
- 1 Fill in all yellow cells. Read the cell on the left and choose the score from the dropdown list in the yellow cell. The cell(s) to the right of the yellow cell provides definitions on each possible score and
 - 2 Fill in all gold cells. Read the cell on the left and write the answer in the gold cell. The cell(s) to the right of the gold cell provides further details that may help you in determining your answer.
 - 3 The cells in grey are comment fields. You may wish to use this space to explain why a particular answer has been given or to act as an aide memoire for the next time the assessment is completed. The User Name / Title / Date only need to be filled in when different from the information entered at the top of the worksheet.
 - 4 The cells in purple cannot be changed. These calculations are based on the answers provided in the yellow and gold cells and will be included in the final reports.
 - 5 *If an internet connection is being utilized, clicking on the references listed in italics will take you directly to the relevant website.*
 - 6 The user is strongly encouraged to complete all questions, even if a particular step has not been started to gain the maximum benefits from this tool.

'Instructions'

STATUS: Not Started

This Table does not cover all key WSP steps. Key WSP steps missing in this Table are covered in Tables 2-9.

User Name:
 Job Title:
 Date:

Table 2

General Information on WSP Progress (for all supply systems)

Guidance on how to score each question: For each question, definitions are provided on each possible score. Additionally, specific guidance is given on what would merit a score of 4 points. To score a 4, the step must also be fully documented and evidence should be readily available demonstrating that the action is complete and is effective, as appropriate. When scoring a 3 or 2, please enter in the comment field (grey cell below), why that score was given.

WSP Steps		Score	Module Ref #	Guidance
		The text in bold provides definitions on the possible scores listed in the drop down menu of the yellow cells. The non-bolded text gives details on the WSP step and lists where additional information can be found.		
2.1	Is WSP implementation funded and supported at the senior management level?		1	4 = Fully supported by senior management and sufficient funds are available; 3 = Substantially completed; 2 = Partially completed; 1 = Just started; 0 = Not started. Support by senior management is necessary in order to implement changes stemming from WSP development. This means there is sufficient funding and time allocation for the team to be set up and undertake the system description and risk assessment. This does not mean that funding is available for potential improvements that may be identified through the WSP process. Refer to Module 1, page 9, (section: Engage senior management, and secure financial resource support) of the <i>WSP Manual</i> for guidance on what this step requires.
User Name / Title / Date / Comments:				
2.2	Has a WSP team been identified?			4 = A WSP team that is capable of developing and implementing the WSP has been identified, including the designation of a team leader and identification of roles and responsibilities; 3 = Substantially completed; 2 = Partially completed; 1 = Just started; 0 = Not started. The WSP team should collectively understand the water supply system, be associated with each system component and have authority to ensure recommendations derived from the WSP are implemented. If the water supplier does not have sufficient internal expertise, the WSP team should include individuals from other organizations. A team leader should be assigned to oversee WSP development and implementation and responsibilities should be clearly defined and documented. Refer to Module 1 of the <i>WSP Manual</i> for detailed guidance on what this step requires.
User Name / Title / Date / Comments:				
2.3	Has WSP methodology been developed?			4 = The WSP methodology has been fully developed; 3 = Substantially completed; 2 = Partially completed; 1 = Just started; 0 = Not started. The WSP methodology should be described in an overview document which describes the workplan for the WSP team. It should include information on the WSP team, the timeframe to develop the WSP, identification of stakeholders, a description of how the hazard identification, risk assessment and all other parts of the WSP would be carried out and reference more detailed documents and procedures for further information.
User Name / Title / Date / Comments:				
2.4	Are relevant stakeholders involved in the hazard identification and risk assessment process?		1, 3	4 = Relevant stakeholders are fully involved in the HI and RA process; 3 = Substantially completed; 2 = Partially completed; 1 = Just started; 0 = Not started. Refer to Modules 1 and 3 of the <i>WSP Manual</i> for detailed guidance on what this step requires.
User Name / Title / Date / Comments:				

Enter score here

Refers to 'Module' within the WSP Manual

Scoring system and guidance

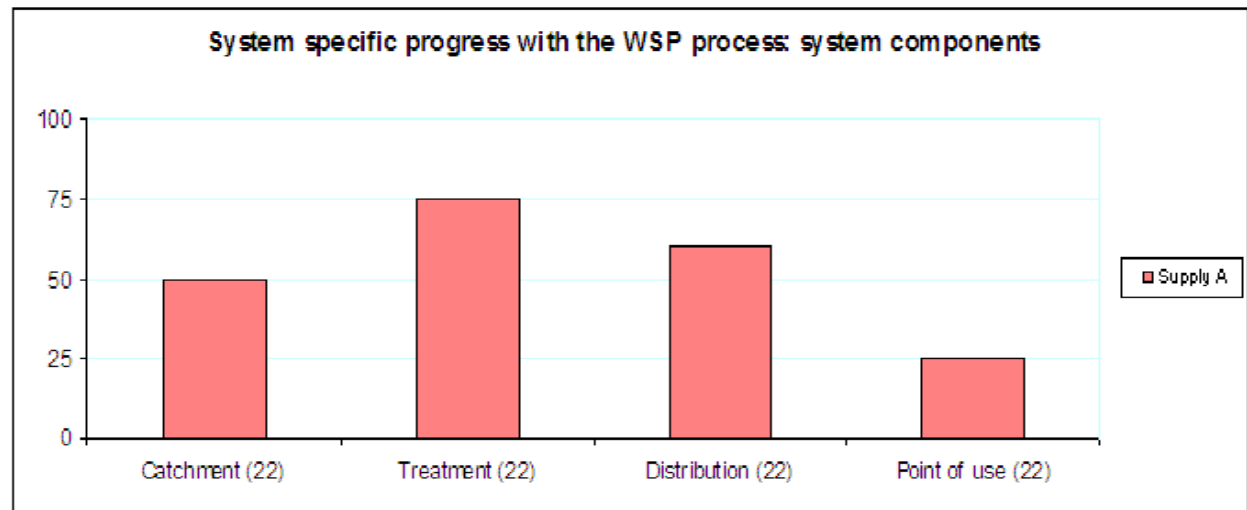
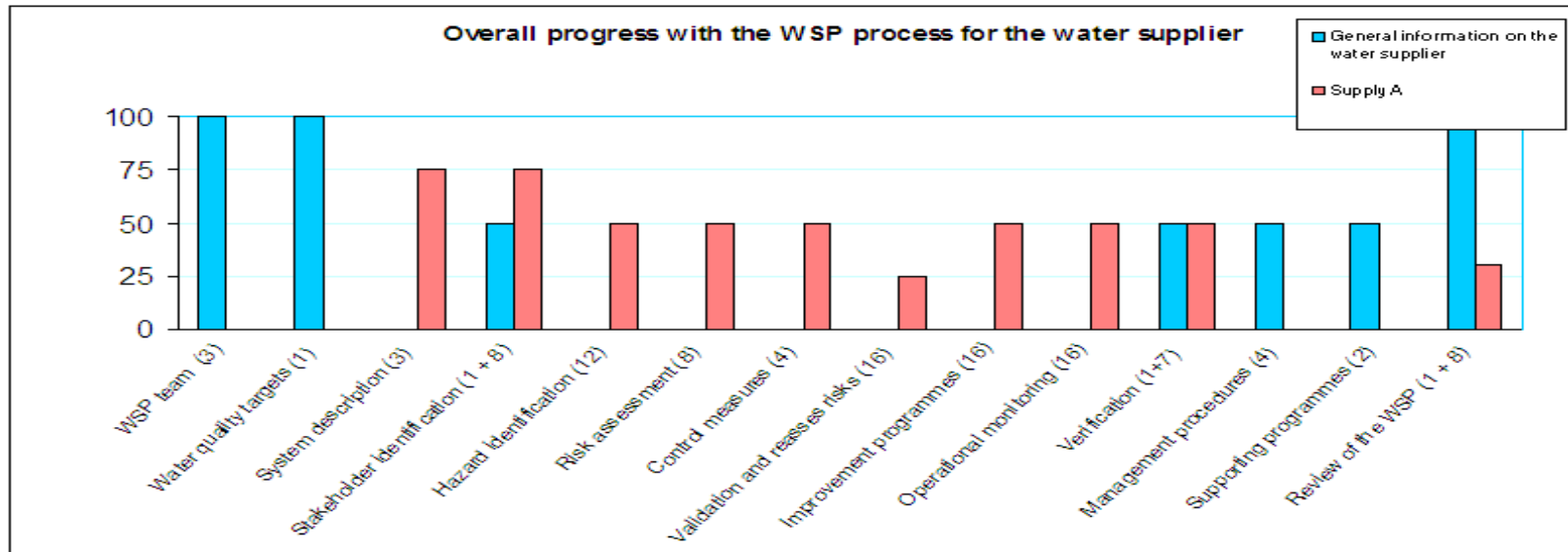


WSP evaluation reports

- The reports will provide the water supplier 'at a glance' synthesis from the information entered into the WSP quality assurance tool
- It is anticipated that these types of reports can be automatically generated within the finalized tool
- The reports will compare performance
 - between the different system components
 - between the different water supply systems
 - over time



Evaluation reports

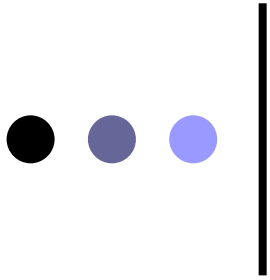




WSP quality assurance tool

Next Steps

- Develop fourth draft of tool (mid Nov 09)
- Pilot fourth draft (excel based tool) with a targeted number of water suppliers and regulators (end of Dec 09)
- Create a web-based WSP Assessment Tool based on the piloting experiences (end of Feb 10)
- Pilot the web-based tool with a larger group of suppliers and regulators (end of April 10)
- Finalize the web-based WSP Assessment Tool and develop a roll-out strategy (end of June 10)



Thank you