

Henk
25/01/93

LIBRARY
NATIONAL REFERENCE CENTRE
FOR COMMUNITY WATER SUPPLY AND
SANITATION (IRC)

HANDBOOK FOR

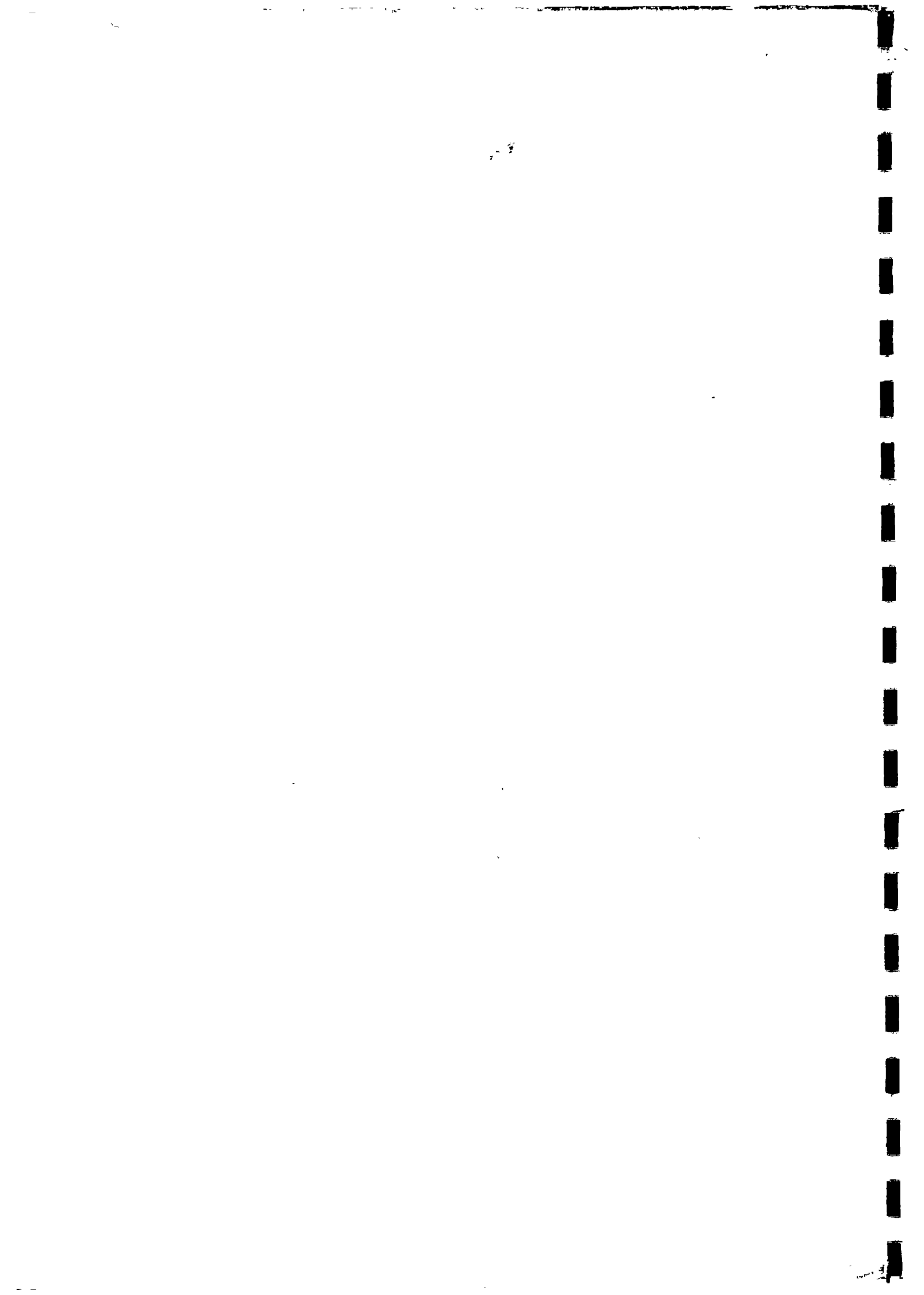
WATER POINT COMMITTEES



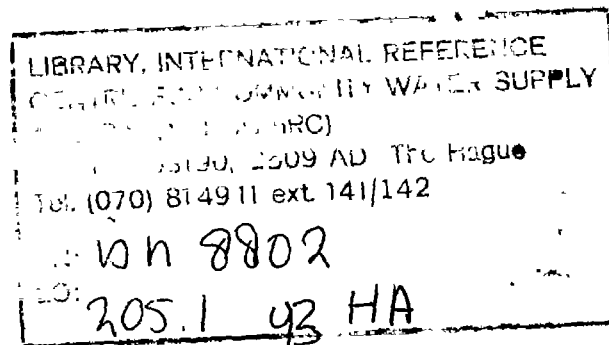
DIRECTORATE OF RURAL DEVELOPMENT

JANUARY 1993

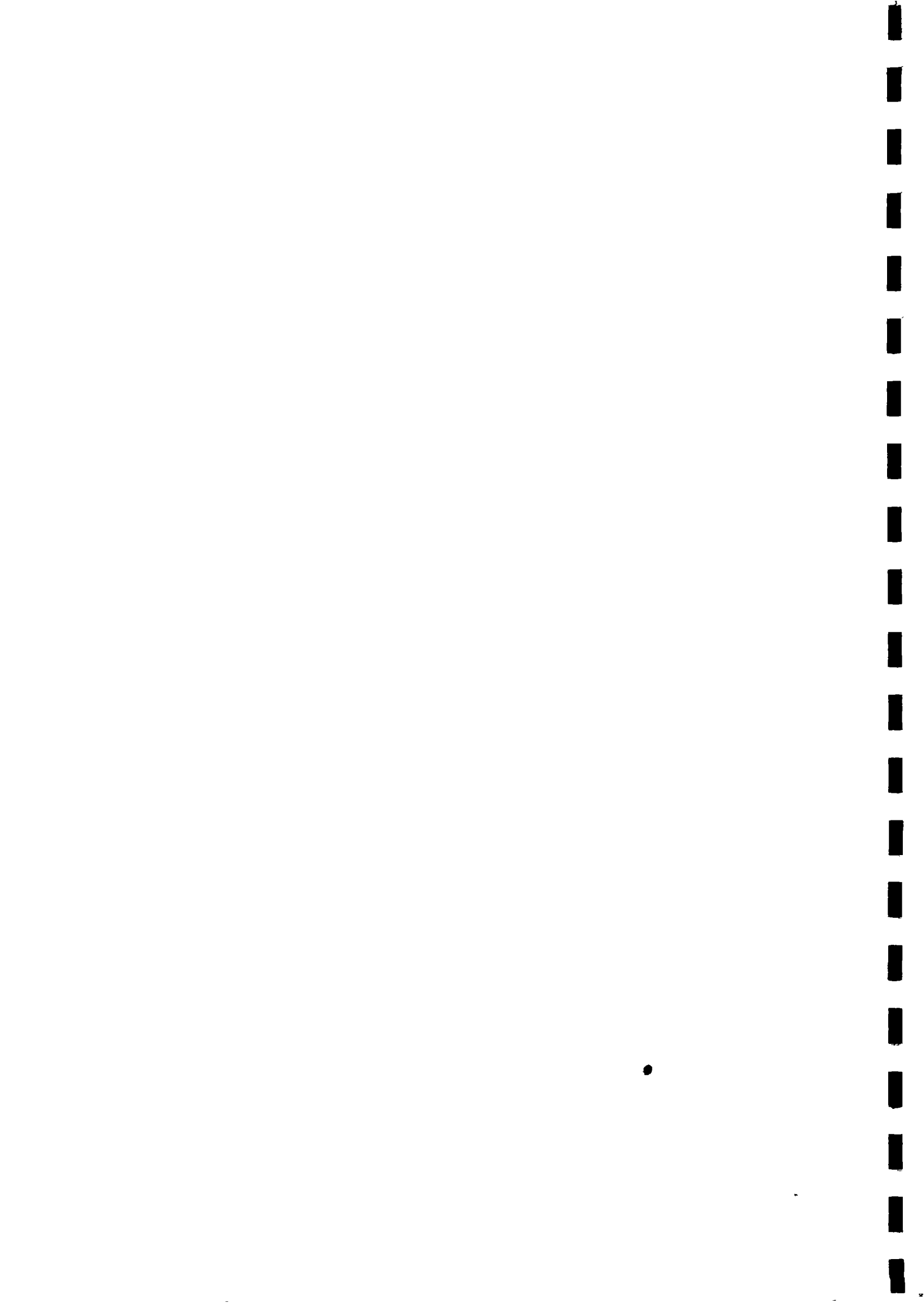
05-1-93HA-8802



HANDBOOK FOR WATER POINT COMMITTEES



Directorate of Rural Development, Ministry of Agriculture, Water
and Rural Development, Windhoek, Namibia,
1992



© Directorate of Rural Development, Namibia, 1992
Illustrations by Ervast Mtota

Published the by Directorate of Rural Development, Ministry of
Agriculture, Water and Rural Development, Namibia, Private Bag 13184,
Windhoek, Namibia

in association with
Directorate of Adult and Non-Formal Education, Ministry
of Education and Culture, Private Bag 13186, Windhoek, Namibia



ACKNOWLEDGEMENTS

The Directorate of Rural Development would like to express its appreciation to UNICEF for providing funds to develop and produce this handbook.



FOREWORD

The development of our country depends on the availability of safe and clean water for all Namibians. To achieve this goal the government is in the process of formulating various strategies that will enable us to provide enough water for all. One such strategy is the mobilization of the community in the organisation and management of their water through water point committees. Another strategy is to cooperate with other development organisations who are involved in the provision of water.

The primary purpose of this handbook is to provide water point committee members with the necessary knowledge and skills to enable them to function properly. The book could also be used to provide newly literate readers in the literacy programme with reading materials.

The government would like to express its appreciation to all those individuals and institutions who assisted in the development and production of this handbook.

Anton Von Wietersheim
Minister of Agriculture, Water and Rural Development
Windhoek, 1992



TABLE OF CONTENTS

INTRODUCTION	3	
HOW TO USE THIS HANDBOOK	5	}
Objectives	8	
CLEAN WATER FOR GOOD HEALTH		
The importance of water	9	}
A healthy home and a healthy community	10	
What have we learned?	13	
Activities	14	
THE WORK OF THE WATER POINT COMMITTEE		
Holding regular meetings	16	}
Collecting information	17	
Sensitizing the community	18	
Working together to build a water point	20	
Making rules about the water point	22	
Working with the community	23	
Keeping records	26	
Taking care of money	31	
Working with the government, other organisations and water point committees	31	
Monitoring and evaluating our activities	32	
Taking care and maintaining the water point	34	
What have we learned?	35	
Activities	35	
WORKING TOGETHER TO CARE FOR AND MAINTAIN THE WATER POINT		
The water point committee	36	
The caretaker	38	
The government and other organisations	39	
The community	40	

25/01/93

26/01/93

26/01/93

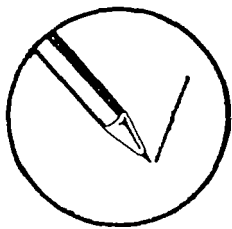


What have we learned?	41
Activities	41
WHEN PROBLEMS ARISE WITH THE WATER POINT	42
The water point can be damaged by animals	42
Broken down equipment	43
Not enough water	44
Not receiving supplies	44
Being without a caretaker	45
What have we learned?	45
Activities	45
WORD LIST	46



INTRODUCTION

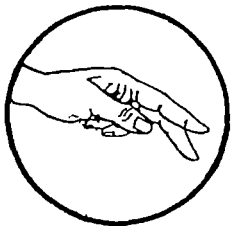
This handbook is written for us as members of the water point committee. The handbook describes the importance of using safe clean water for drinking. It also gives us all the information we need to enable us to do our work properly. It explains what needs to be done to care for the water point. A water point is the place in our community where we get water from. The handbook tells us how to solve many of the problems we may have with our water point. As we read we will see the following symbols. Each of these has a meaning.



This symbol means objectives. The objectives tell us what we should be able to do after reading the handbook or section.



This means a question. When we see this symbol, we should think about the question and try to answer it.



This means take note. Whenever we see this symbol, we should know that the information given here is important. Remember it.



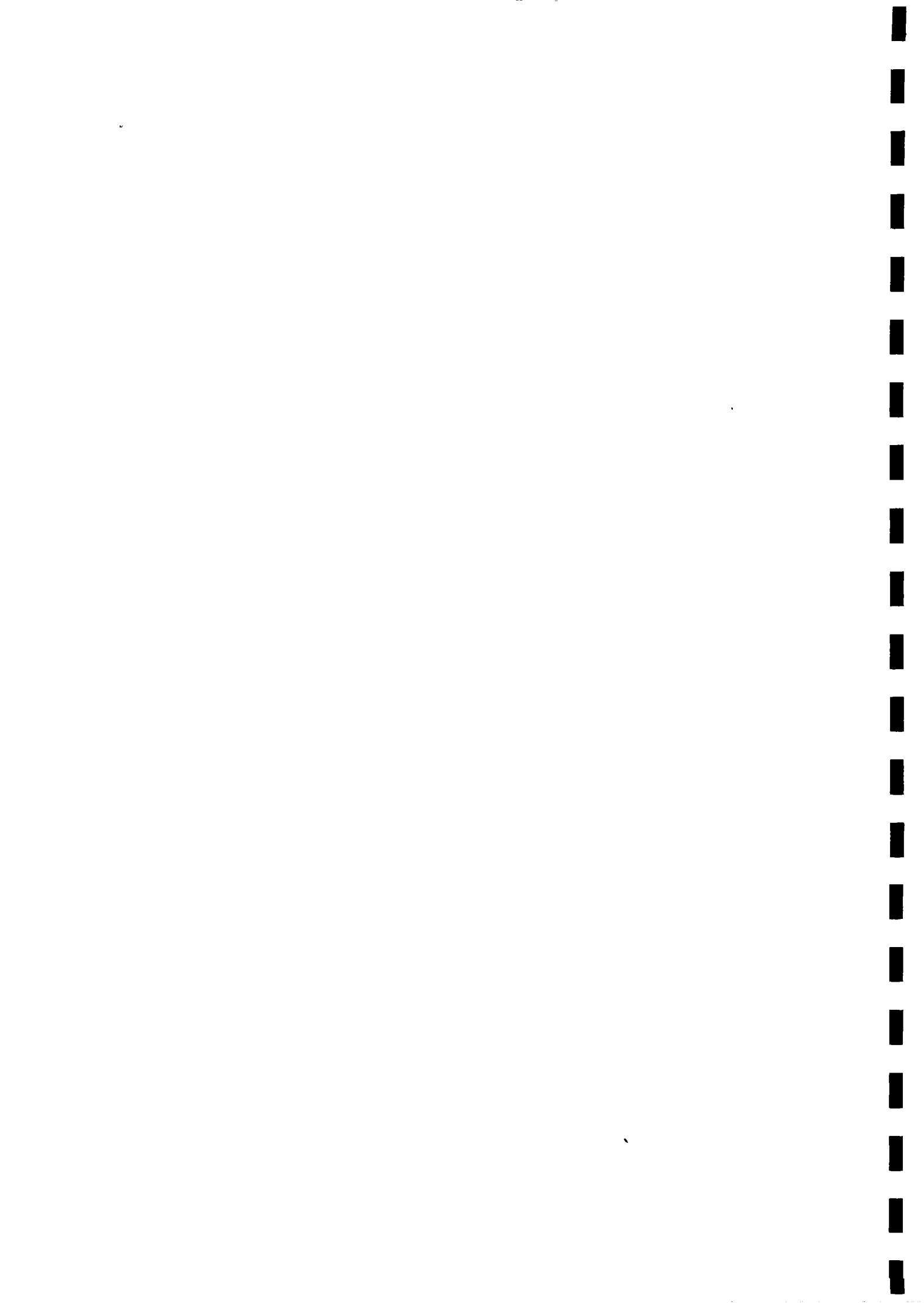
This symbol means a summary. It tells us what we have learned and the most important things we have just been reading.





This symbol means an activity. We may be given questions to answer and discuss or it means we may be asked to do something.

Let's now read How to Use this Handbook.



HOW TO USE THIS HANDBOOK

This handbook has four sections. Each section has something for us to read and do.

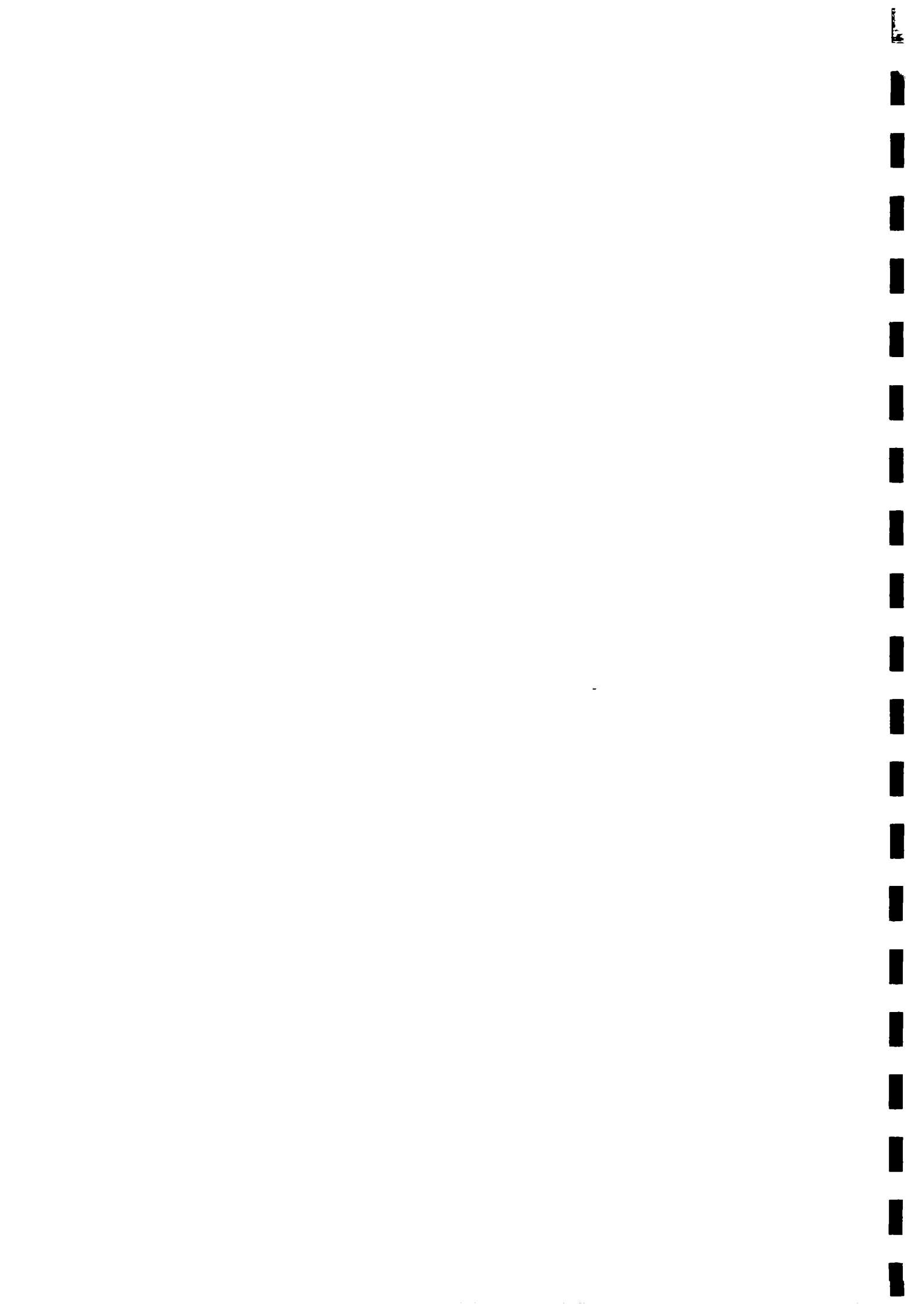


How should we read this handbook?

As a water point committee, we should sit together with our chairperson, the caretakers and other members of our committee and read the handbook. The best way to do this is to ask the secretary or any other member of the committee to read in a clear, loud voice while the rest of us sit and listen.



We should read the handbook by starting with the introduction and the first section. As we read, we will come across questions in the handbook that will

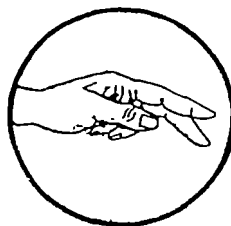


look like this.



Why is it important to have a healthy community?

When we read such questions, we should stop and discuss them. We should also stop after reading a paragraph and see if we have any questions to ask about it. Our chairperson will lead us in these discussions.



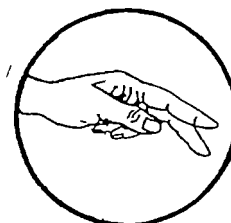
We should all feel free to ask the reader to stop at any time so that we can ask questions on anything we do not understand.

We should follow this way of reading until we have read the whole handbook. If we have any problems with understanding what we are reading or we need more information, we should ask our extension officer to come and help.



How long should it take us to read this handbook?

We need about 15 hours in order to read the handbook. Each time we meet we should spend about 1 1/2 hours on reading and discussing the handbook. This means if we meet only once a week it will take us about 8 weeks to finish reading the handbook. However, if we are able to meet everyday, it will take us only 2 weeks.



We should try to finish reading the handbook as quickly as possible. We should not spend more than 10 weeks doing this.

At the end of each section of the handbook there are activities for us to do.



Here is an example of such an activity.



Invite the health officer to come and demonstrate to the community how to make water clean and safe for drinking.

We should not do these activities when we are reading the handbook for the first time. When we have finished reading the handbook the first time we are ready to start our work in the community. It is at this time that it will be helpful to read again the section of the handbook that explains what we are doing. This is also when we should do the activities.

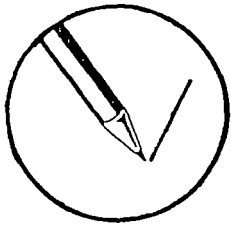


How should we do the activities in the handbook?

We should read the questions at the end of the section. We should be sure we understand what they are asking. If necessary we should read again the section in order to better understand why the question or activity is important. Once we have done this, we should finish all the activities in one section before going on to do the next set of activities. However, we should note that some activities should be started and continued over a long period of time.

These activities should not prevent us from starting and finishing new ones in other sections. Lastly, we should note that for each activity we need a plan which shows what needs to be done and how we will report on the progress we are making.





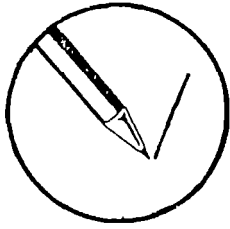
Objectives

After reading this handbook, we should be able to:

- describe the relationship between clean water and a healthy community;
- explain the work of the water point committee;
- explain what needs to be done to care for the water point;
- identify some common problems with the water point;
- explain what to do to solve problems with the water point.



CLEAN WATER FOR GOOD HEALTH



After reading this section, we should be able to:

- explain the importance of clean water in the family and in the community;
- explain how to keep our community clean and healthy;
- identify the sources of water in our community.

The importance of water

We need water for drinking. Our bodies need clean water in order to stay healthy and work well. We can protect ourselves and our families from diseases by drinking and using clean water. When all the family members are healthy, the community is also healthy.

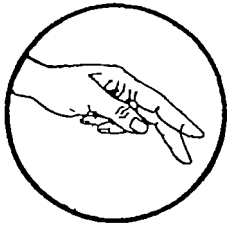


Why is it important to have a healthy community?

It is important to have a healthy community because when people are healthy they can work better. When people are healthy and can work they are better able to provide all of the following to each member of the family:

- food
- housing
- love
- care
- education.





A healthy community is most important to women and children. This is because in a community that is not healthy, women and children suffer the most.

A healthy home and a healthy community

A clean home is a healthy home. Keeping our homes clean helps to make the community a better place to live. As members of the community there are many things we can do to make the community clean and healthy.



What can we do to make our community clean and healthy?



Here are some of the things we can do to make our community clean and



healthy:

- keep our bodies and clothing clean;
- keep our house and the area around it clean;
- allow enough light and air to come in to our house;
- clean the rubbish around the house and burn or bury it;
- keep animals out of the house;
- store the food in a safe place;
- protect the water sources in our community.

Sources of water in our community

In our country, there are several sources from where people can get water. Some of these are:

- rain water
- springs
- rivers
- fountains
- dams
- boreholes
- oshanas
- pans
- wells
- pipelines.

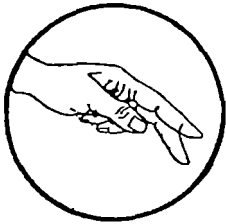


From which of these sources do we, in our community, get our water from?

Not all water is safe for drinking. For example, water from dams, oshanas, pans and rivers, may not be safe for drinking because it may have human and animal wastes. Such water can cause diarrhoea and other diseases. We can

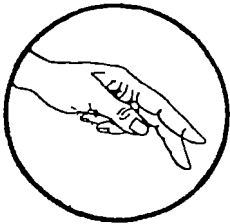


make this water safe for drinking by boiling or filtering it.



Diarrhoea kills many children every year. One way we can prevent this is by using safe, clean water.

Water from wells, pipelines, springs and boreholes is usually safe for drinking. However this water could become dirty and unsafe if we do not care for it and use it well. This means we should keep the place where the water comes from clean. We should also use clean containers for collecting and storing the water.



Make sure the utensils you use and your hands are clean when handling water.

Rain water is usually safe for drinking. It should however be collected in a clean container and from a clean place.





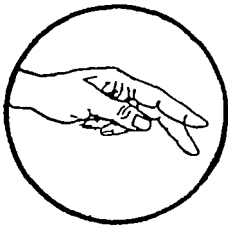


How can we keep the water in our community safe and clean?

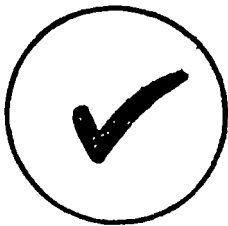
Here are some examples of what we should do to keep the water in our community safe and clean.

- Wash clothes some distance away from the water source.
- Do not throw wastes and rubbish into rivers, pans, dams, and oshanas.
- Keep the area around the water source clean.

We already know that water is unsafe for drinking if it has human or animal wastes in it. The best way of making sure there is no human waste in our water is to build and use pit latrines. The community can work together to build pit latrines. They are not difficult to build.

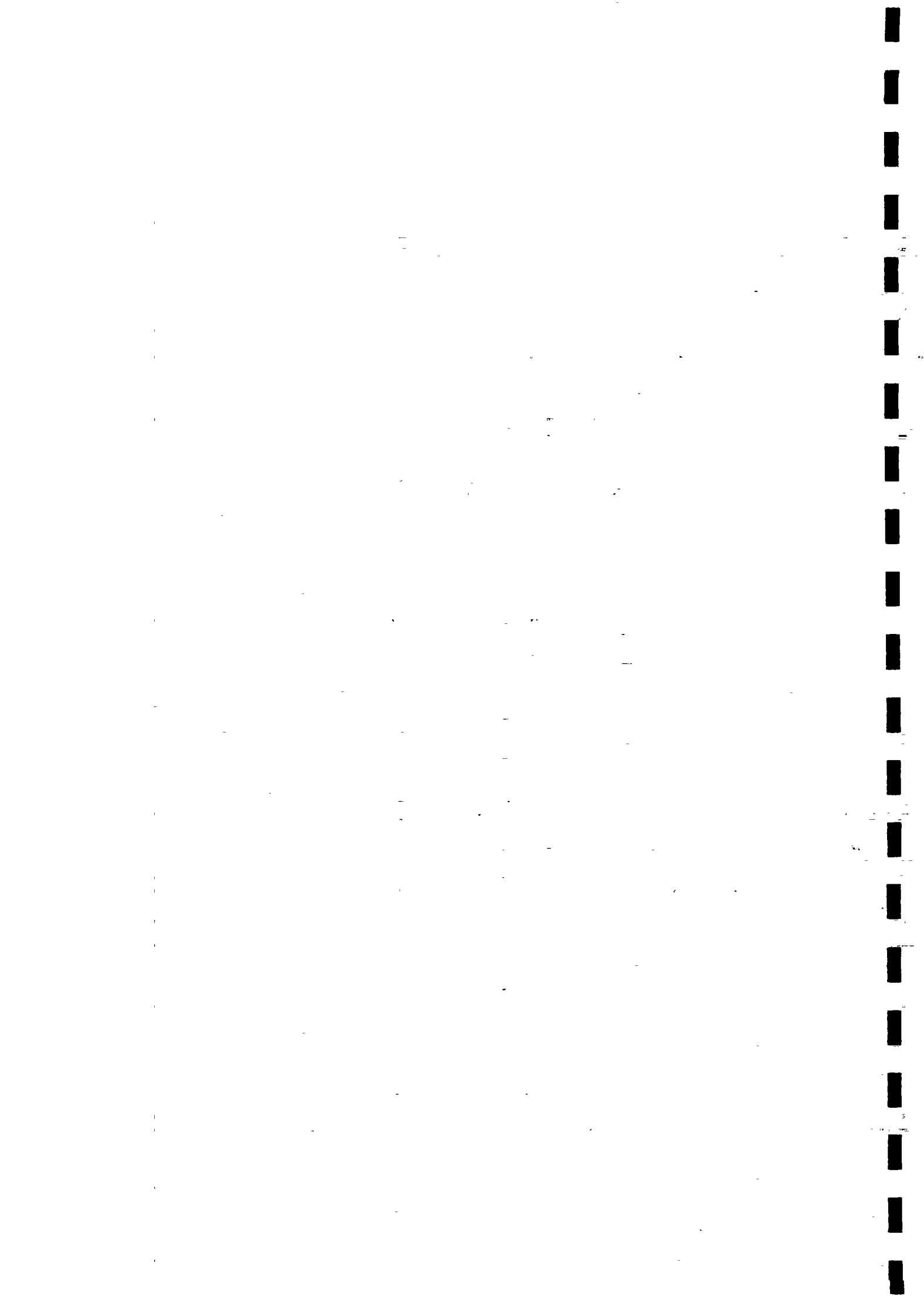


For more information about pit latrines we should get in touch with our extension officer from health or rural development.



What have we learned?

We need clean, safe water for drinking. We get this water from different sources. Not all water is safe for drinking. Dirty water can cause diseases such as diarrhoea. We can make our water safe for drinking by boiling or filtering it. We can make the water sources in our communities clean by not throwing wastes into it, burning or burying rubbish and by using pit latrines.



If we our water is safe and clean our community will be more healthy and a better place to live in.

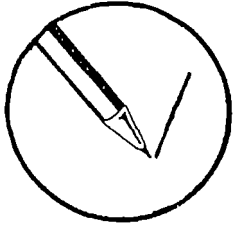


Activities

1. Describe the water sources we use for humans and animals during the dry and the rainy season.
2. Discuss what the people in our community can do to keep the water clean.
3. Choose a place near your house where you and the members of your family can dig a hole to bury and burn the rubbish.
4. Invite the health officer to come and demonstrate to the community how to make water clean and safe for drinking.



THE WORK OF THE WATER POINT COMMITTEE



After reading this section, we should be able to:

- identify the tasks of the water point committee;
- explain why it is important to carry out the tasks of the water point committee.

The community has honoured us by asking us to serve as members of the water point committee. As a committee we have a lot of work to do. We have to work with the community to make sure there is safe, clean water for everyone to use. As a committee we have to meet and make certain decisions about the water point. We also have to meet and tell the community what decisions we made either as a committee or together with the extension worker about the water point. We also need to listen to what the community has to tell us about the water point. We have to work with the government and other organisations who are helping to build or improve the water supply in our community.



What is our work as a water point committee?

Here is a list of some of the work our committee has to do:

→ to make, operate and maintain

means are :

- hold regular meetings
- collect information
- sensitize the community
- work together to build a water point
- make rules
- work with the community



- keep records
- take care of money
- work with the government, other organisations and water point committees
- monitor and evaluate our activities
- ~~take care and maintain the water point.~~

Let's discuss each of these points in detail.

Holding regular meetings

As a committee, part of our work is to hold regular meetings to plan and review our activities. In these meetings we agree on what should be done, and who should do it and when we have to share our ideas and experiences with our community. We should decide how often to hold these meetings and where they will be held. We must also meet regularly with the whole community to share our plans with them and to report about our activities as a committee.





Collecting information

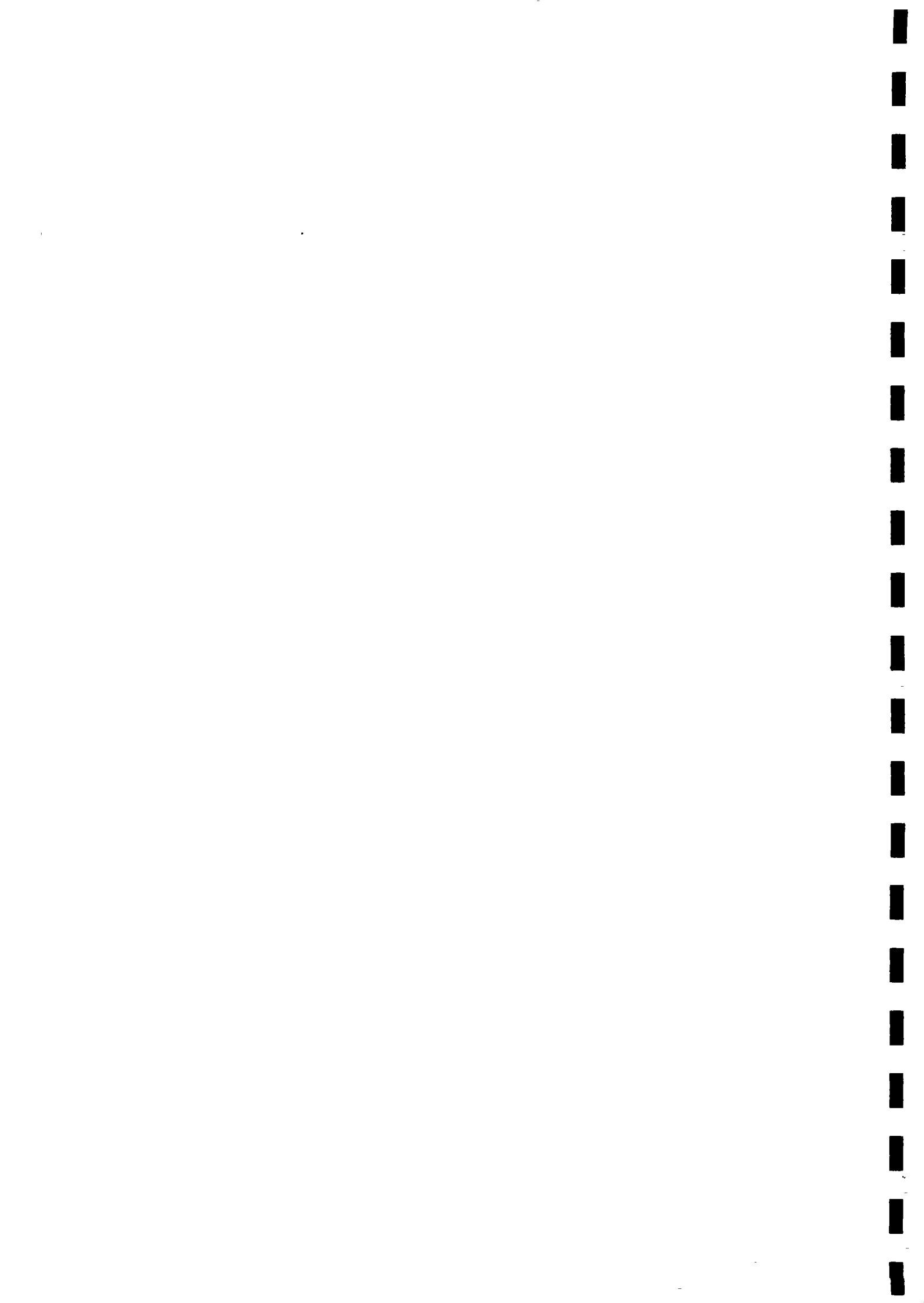
One of the first things we have to do is to collect information about which water sources are available in our community. This will help us to plan, build or improve the water point in our community. If we are planning to build a new water point we need to work together with the government and other organisations. For a new water point we need the following information:

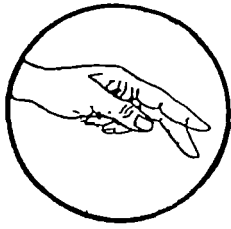
- how many people and animals will use the water;
- where water can be found in the community or area;
- the most suitable type of water point we need for ourselves and our animals;
- where the water point should be built;
- who will use the water point;
- how much work is involved in building the water point;
- how much it costs to build the water point;
- what contributions community members can make in building the water point;
- what help is available from the government and other organisations.

If we already have a water point in our community we need the following information:

- how the water point is being used;
- what problems the community has with the water point.

We should work together with an extension officer to collect this information. The extension officer can help us by bringing in other experts who will know the best type of water point for our community, how much it will cost to build and how to take care of the water point.





As we collect this information and get answers to these questions, we are already creating awareness of the need to work together as a community to care for our water point. This means we are sensitizing the community and this is part of our work as a water point committee.

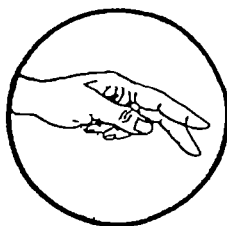
Sensitizing the community

It is important that the community takes part in all the activities concerning the water point. For them to do this well it is necessary that we clearly explain to them what activities they should be involved in and why.



Why should we sensitize the community?

We need to sensitize the community because we want the people to cooperate and work together with us as partners. It is only when they fully understand the need for taking proper care of the water point that they will see how it makes our lives better. When they are sensitized they then become committed to the water point and all the work that has to be done. By involving the community in what our committee is doing, we are making our own work easier.



The community has the right to be informed about the activities of our committee and to be involved in the decisions that affect them. This should be done regularly.



How do we sensitize the community?

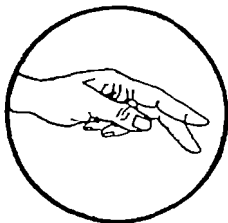


If we are planning to build a new water point, we can sensitize the community by making home visits or visiting places where people meet.



During such visits we should:

- find out individual and family needs for water;
- advise individuals and families on the benefits of clean, safe water;
- encourage individuals to ask questions about the water point;
- discuss the advantages of various types of water points;
- convince the family to take an active role in building and maintaining the water point;
- agree on the individual's and family's contribution to the water point.



As a committee, we should make home visits regularly to talk about the water point.



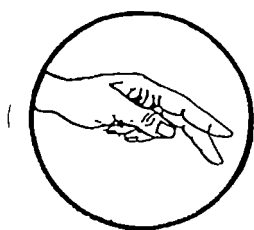
We also need to sensitize the community on the importance of caring for and maintaining the water point. We do this by:

- encouraging individuals to ask questions about our water point;
- explaining the importance about keeping our water point clean;
- advising individuals and families on the benefits of clean, safe water.

We can also sensitize the community by organizing meetings where we should:

- share the information that we have collected about our water point;
- explain what role the community will play in building and maintaining the water point;
- get the community to make a commitment to the water point.

Sensitizing the community is a continuous process. It will be necessary for us to organise different meetings where we sensitize the community on issues to do with the water point.



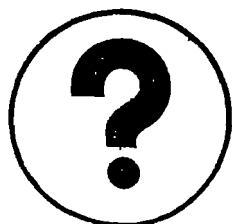
We have to sensitize the community whether we are building a new water point or caring for and maintaining one that is already built.

Working together to build a water point

The water point belongs to the community. We need to explain to the



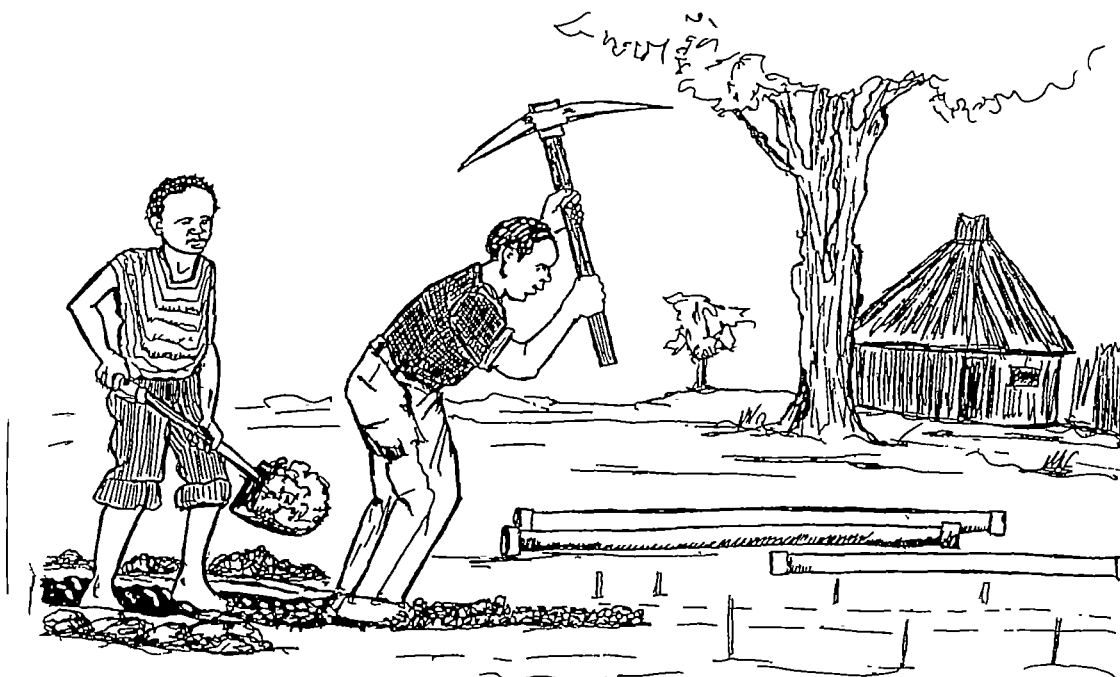
community the importance of working together to build a new water point. Therefore, we have to work together with the people to build it. By working together, we should be able to organise when the work will be done, who will do what and how it will get done.



What work has to be done to build a new water point?

To build any type of water point, we need to:

- set aside time to work on the water point;
- give building materials such as stones or wood;
- contribute labour or skills to work on the water point.



Think about what contributions the community will make to build the water point.

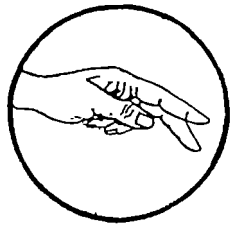


Perhaps you thought that the people may have to:

- dig trenches to lay pipes;
- collect sand and stones;
- dig wells;
- build a trough for watering the animals;
- build a basin for washing clothes;
- build a fence around the water point.

As you can see, every community member is expected to contribute time, material or labour towards the water point we decide to build. Since we expect the community to make this contribution, how can we make sure this happens?

We should discuss with the community what materials they have to offer and encourage them to use them. The community members should tell us how many hours of labour each household can contribute.



People should not expect to be paid for doing this work. This is their contribution to having safe, clean water in their community.

Making rules about the water point

Another important job of our committee is to make rules about the water point. All the rules we make must be understood by everyone. We need to agree with the community on these rules about the water point. Here are some points that we should make rules about:

- how to keep the water point clean;
- how to share and use the water;



- what individual members of the community will contribute;
- the use of the water point by people who do not live or stay in the community;
- what to do if people disagree about the use of the water point;
- what to do if people do not keep their promises;
- who should maintain and care for the water point.



As members of the water point committee, we need to set a good example and follow the rules we make. We should also feel free to review any of the rules we make and change them if we find that they are not working well.

Working with the community

Another job we have as a committee is to explain to the community their role



in caring for and maintaining the water point.



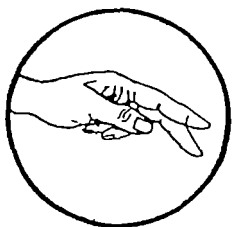
What role does the community play concerning the water point?

The community has several important roles to play in building and caring for the water point. It is our duty, as a committee, to call for meetings with the community. At such meetings, the community should listen to our reports and have the chance to ask any questions or make suggestions they might have about the water point. We will also have the chance to share with them any information we get from the government and other organisations. It is during such meetings that the community makes decisions on the proposals made by the committee on such issues as:

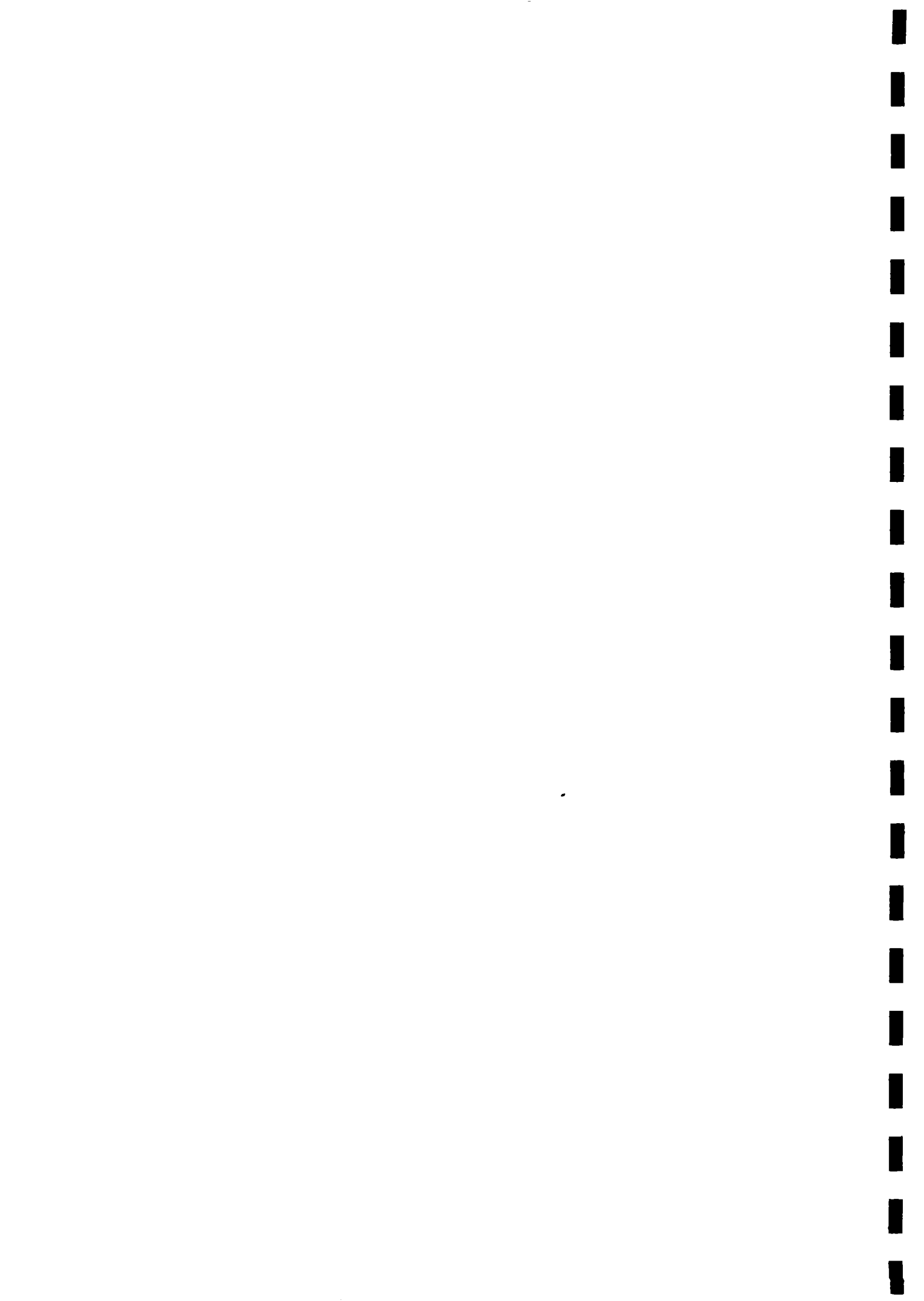
- the rules about the use of the water point;
- how often meetings should be held;
- what contributions each household should make;
- how problems might be solved.

Another important decision the community has to make is about maintaining the water point. One way we can help the community to do this is to make a plan. For example, the plan should show the following information:

- who should clean around the water point;
- who should maintain the fence;
- whom to report to if the water point breaks down.



The community should always be involved in maintaining and caring for the water point. Being involved makes everyone feel they have a contribution to make and that it is their water point.





What other role does the community play?

As committee members, we need to tell the community that they have to educate their family members about the water point. For example, both men and women should share information with each other and teach their children how to look after the water point. How well the water point works depends on how each member of the family, and the community as a whole, play their part. A water point that works well helps to bring about a feeling of working towards a common aim in the community. This could lead the community to cooperate in many other activities for the good of everyone.

Another role of the community is to report to us any problems about the water point.



What are some of the problems the community might report to us about the water point?

In the community, there may be some people who do not follow the rules we have all agreed upon. For example, there may be some people who do not use the water point properly. At other times, there may be some members of the community who were given a specific job to do and they did not do it. Any member of the community should report these matters to us.



How can we solve these problems?

As a committee, we should listen carefully to the people when they report any problems to us. Then we should discuss and agree how best to solve these.



We should always set aside some time when we are available to talk to the community about the problems they have reported to us. As we have already noted, we should find time to visit them at home and talk with them. Once we have agreed on what action to take about any problem, we should share this with the community.

There are two other important tasks that we have to do. These are keeping records and taking care of the money that we collect. Let's discuss each of these in detail.

Keeping records

We already know that our committee has a lot of work to do. To help us do our work properly, we need to keep written records of all we do. These records should be kept in separate books. Records help us to manage the water point in our community properly.

There are many different records we must keep. Some of these are:

- a record of our water point committee meetings;
- a record of meetings with the community;
- a record of all the contributions the community makes;
- a record of the machinery, equipment and supplies for the water point.

Let's describe each of these records in detail.

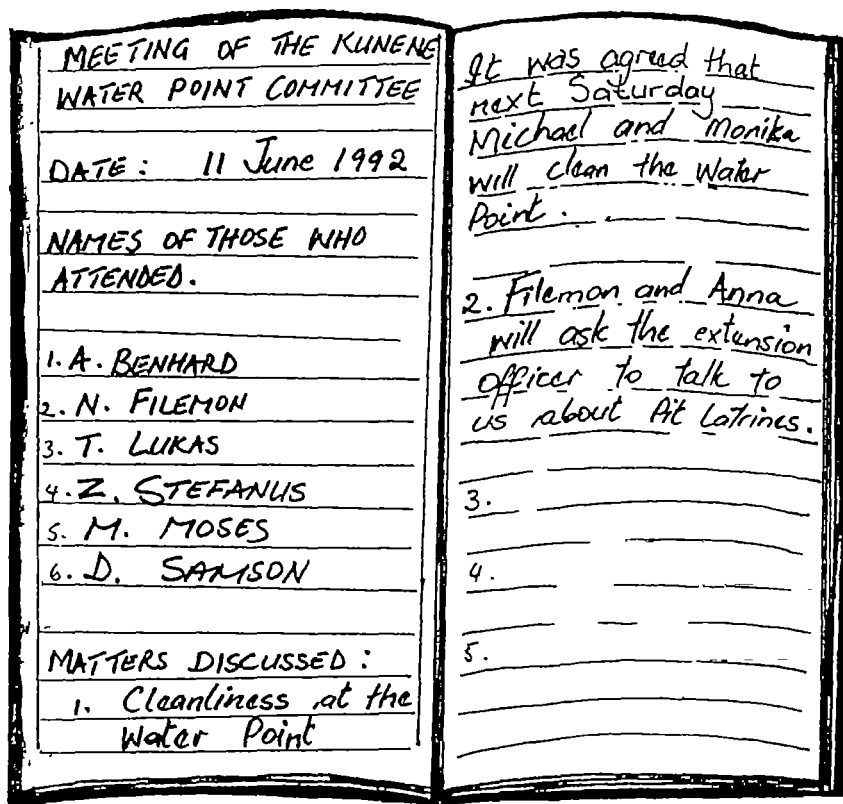
A Record of water point committee meetings

This book keeps a record of all the committee meetings we hold. It also



shows the following information:

- the dates of the meeting;
- how many people attended the meeting;
- the issues that were discussed;
- the decisions that were made;
- the actions that should follow.



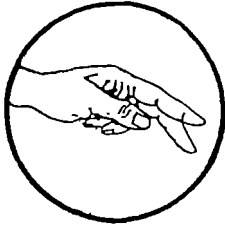
A record of the meetings with the community

This book keeps a record of all the meetings we as a committee hold with the community. It shows the following information:

- the dates of the meeting ;
- how many people attended the meeting;



- the issues that were discussed;
- the decisions that were made;
- the actions that should follow.

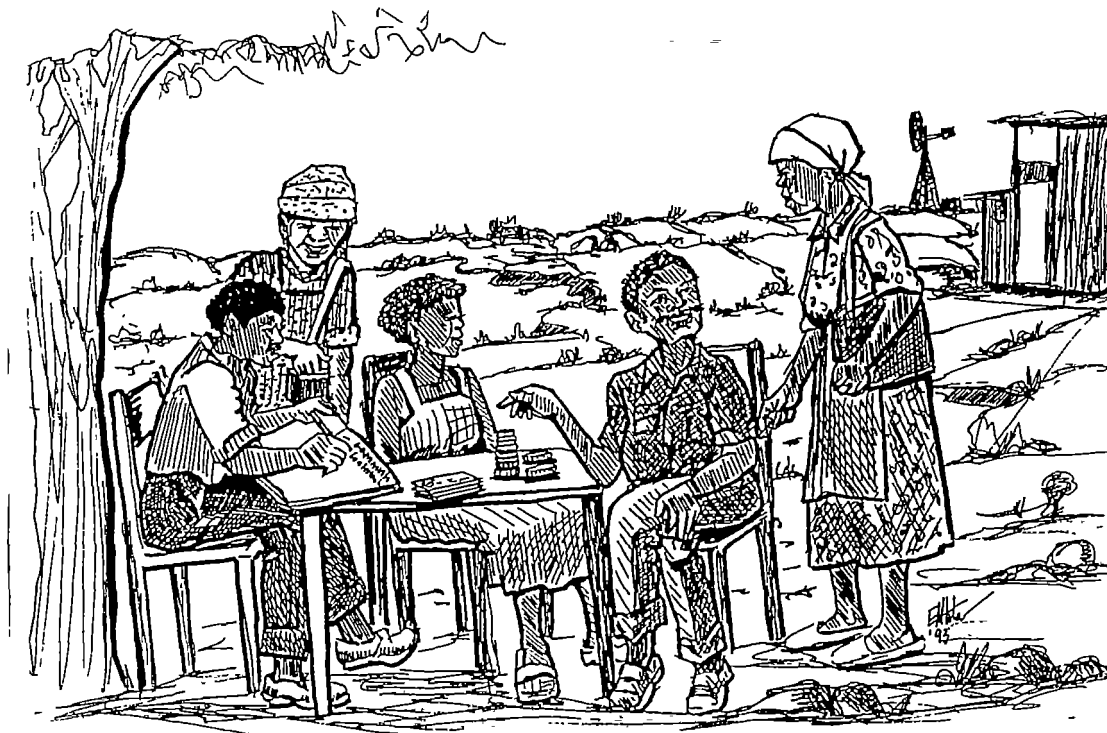


Some time before the next meeting the chairperson and the secretary should sit together and agree on what points to discuss in the next meeting. These points are called an agenda.

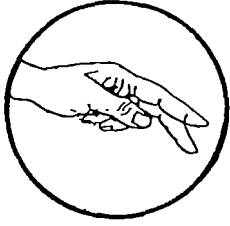
A record of community contributions

This book shows what contributions the community has made towards the water point. It shows the following information:

- the amount of money people have contributed;
- how the money was spent;
- who contributed their labour;
- other forms of contribution.







Everyone who makes a contribution to the water point has the right to know how their contribution is being used.

A record about the machinery, equipment and supplies

This book shows the type of machinery, equipment and supplies we have for our water point. The record about machinery should show the following information:

- The date and cause of the breakdown;
- what action was taken to solve the problem;
- the date the water point was repaired;
- the date the water point started working again.

If we have a diesel engine and pump, our records should include the following:

- How long it runs each time;
- how much fuel it uses;
- when the air filter was cleaned;
- when the fuel filter was changed;
- when the oil filter was changed.

If we have a windmill, our records should include the following:

- The date the gear box oil was changed;
- the date when moving parts were greased;
- the date when the power head oil was drained and refilled;
- the date when the wind pump gear oil was changed.



If we have a hand pump, our records should include the following:

- The date the handpump was taken apart and cleaned;
- the date valves were checked and changed;
- the date when moving parts were greased.

We also need to keep records about supplies such as oil and diesel. Our records should show all of the following information:

- date of ordering;
- date of delivery;
- amount delivered and who signed for it;
- where it is stored;
- when it is used;
- how much is used each time and by whom.

We also need to keep records about equipment such as tools and spares that we use at our water point. Our records should show all of the following information:

- date of ordering;
- date of delivery;
- what has been delivered;
- who is taking care of them;
- where they are stored;
- date when borrowed and returned.

We have learned about the various types of records our committee should keep. These records are very important because they tell us how well we are doing.

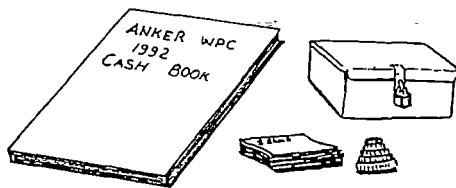


What other records do you think our committee should keep?

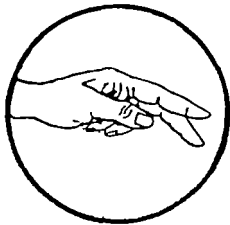


Taking care of money

Sometimes we may have to handle money given to us by the members of the community. Taking care of money is not an easy job. We need a person who is very honest and who is respected by the community to take care of the money. We should make sure that the money is kept in a safe place. We should keep good records of all the money that we handle and show those records to anyone who wants to see them. The community may decide to contribute money to:



- replace tools;
- buy materials for the fence;
- pay the caretaker;
- buy record books;
- go on a visit to another water point.



Name a safe place where we should keep the money the community contributes.

Working with the government, other organisations and water point committees

As a committee, one of our other jobs is to work closely with officers from the government and other organisations. We should see them as our partners. They can help us to plan, build and maintain our water point. These officers also assist us by:

- training us to do our work properly;
- training the caretakers;
- telling us what their contribution could be.



We also need to work with other water point committees in our area. By working together we can share ideas and experiences about the water point. This can help us to improve our water point and to make our community a better place to live in. Our committee is the link between the community, the government and other organisations involved in the development of water points.

Monitoring and evaluating our activities

As a water point committee another part of our work is to monitor and evaluate the activities concerned with our water point. This means we need to keep checking our activities on a regular basis to make sure that everything is working well. When we do this we say we are monitoring.

Once our water point committee has been working for some time, we need to find out from the community how they feel about us and the way we have carried out our activities. We also need to find out if the problems the people had with the water point have been solved. When we do this we say we are evaluating.



Why is it important to monitor and evaluate our activities?

Monitoring and evaluating is important because it helps us to:

- know how well we are doing;
- know what problems we have;
- get ideas on how to solve these problems;
- do our work better;
- avoid making mistakes.





How do we monitor and evaluate?

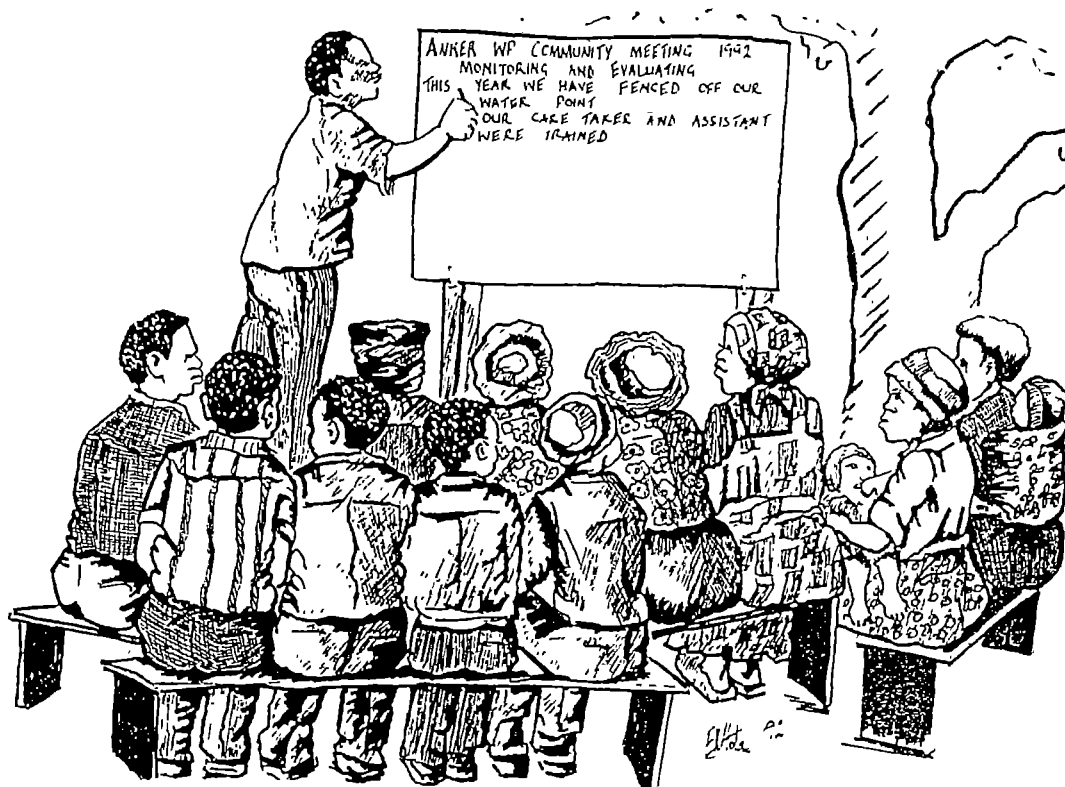
Both monitoring and evaluating involves collecting information from the community. There are several ways to do this. We can:

- Hold meetings with the community;
- conduct interviews with community members;
- observe what is happening at the water point;
- hold group discussions with community members.



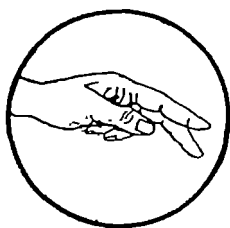
When we are monitoring and evaluating our activities we should involve the officers from the government and other organisations with whom we have worked.





This information should be used to make decisions such as:

- what we should do next
- how it should be done
- what we need to achieve this
- when we should do it.



Regular monitoring and evaluation of our work is one important way of making sure that the community is happy with the water they get.

Taking care and maintaining the water point

Taking care and maintaining the water point is a very important part of our work. We already know some of the ways you can do this. We will learn



more about this in the section on maintaining and caring for the water point.



What have we learned?

In this section we learned about our work as a water point committee. We learned that our committee has a lot of work to do. This includes collecting information from the community about the water point, sensitizing the community and informing them about their role in building and caring for the water point. We also learned that there are various types of records we need to keep which will help us to do our work properly. These include a record of all the meetings we hold as well as the contributions individuals and households make towards the water point. We also learned about how to take care of money and the need to work with the government and other organisations who are helping to improve water supplies in our community. In addition we have learned about why we should regularly monitor and evaluate our activities.

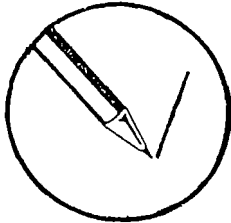


Activities

1. What questions should we ask in order to collect the information we need about our water point?
2. Explain how we can sensitize our community about the need to look after our water point.
3. We have called a meeting with the community to evaluate our activities for the past year. Make a list of the points we should discuss.



WORKING TOGETHER TO CARE FOR AND MAINTAIN THE WATER POINT



After reading this section we should be able to:

- identify who is involved in caring for and maintaining the water point;
- explain the role of various groups involved in caring for and maintaining the water point.

As a committee we have a role to play in looking after the water point. Everyone who uses the water point also has a duty to do the same.



Who is involved in caring for and maintaining the water point?

Let's find out how each of the following are involved in looking after the water point:

- our committee;
- the caretakers and the assistant;
- the community;
- the government and other organisations.

The water point committee

Our committee should set a good example in caring for and maintaining the water point. We should do this by following all of the rules which we made



with the community. We can also tell everyone who uses the water point to do the same.

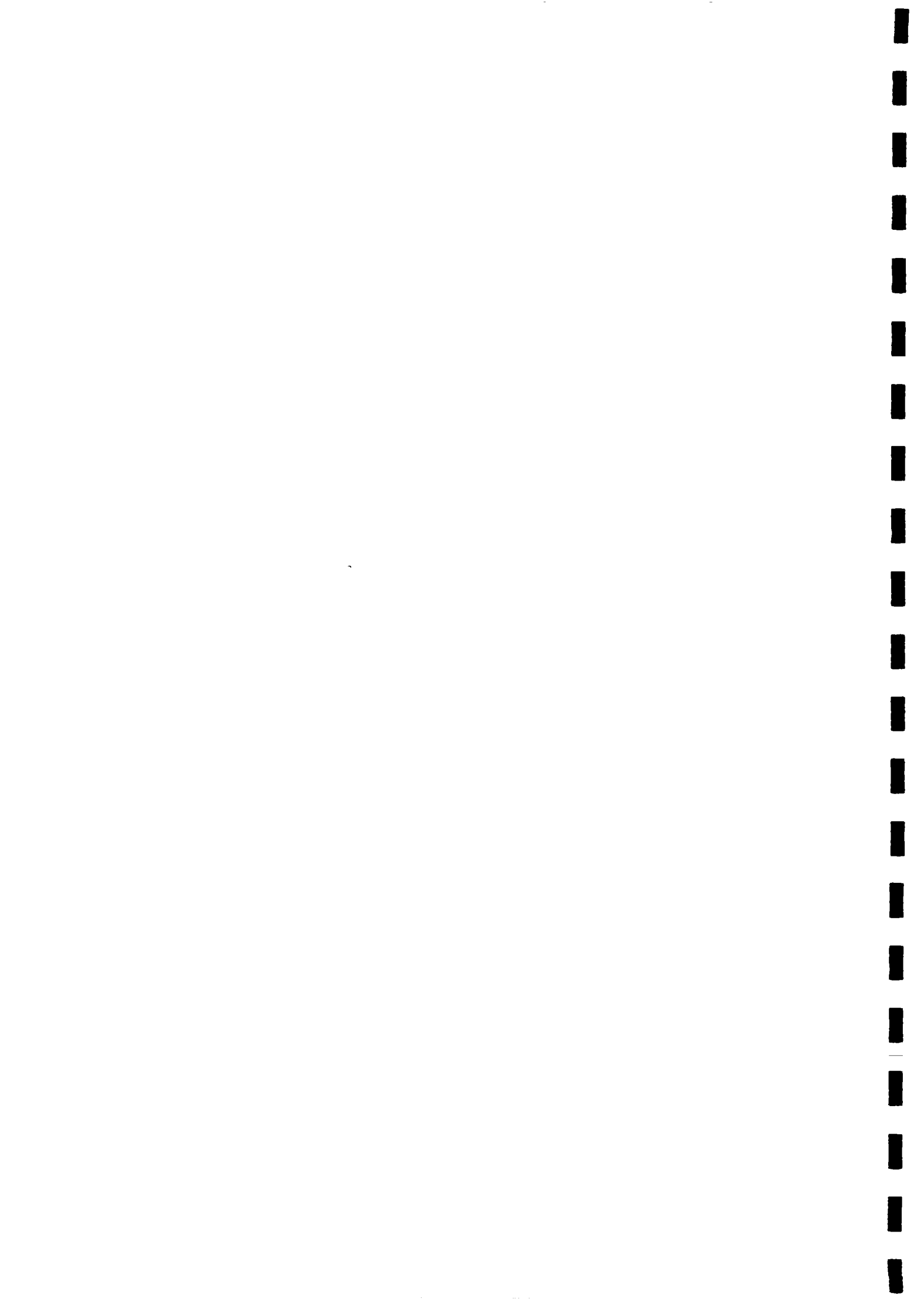


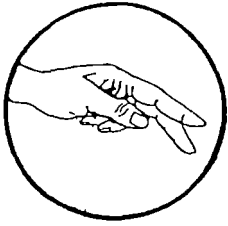
How else can we care for and maintain the water point?

Another way we can care for and maintain the water point is to organise the community to build a fence around it. This will help to keep the animals away from it. We should also encourage the community to plant trees around the water point.



We should also organise the community to build a proper drain for the water point. At every water point there will be some water that spills. This water needs to be drained away from the water point.



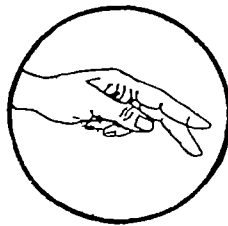


Proper drains are important because any water that spills can make the area around the water point dirty. This water also attracts mosquitoes.

Another role the committee has is to provide support for the caretaker.

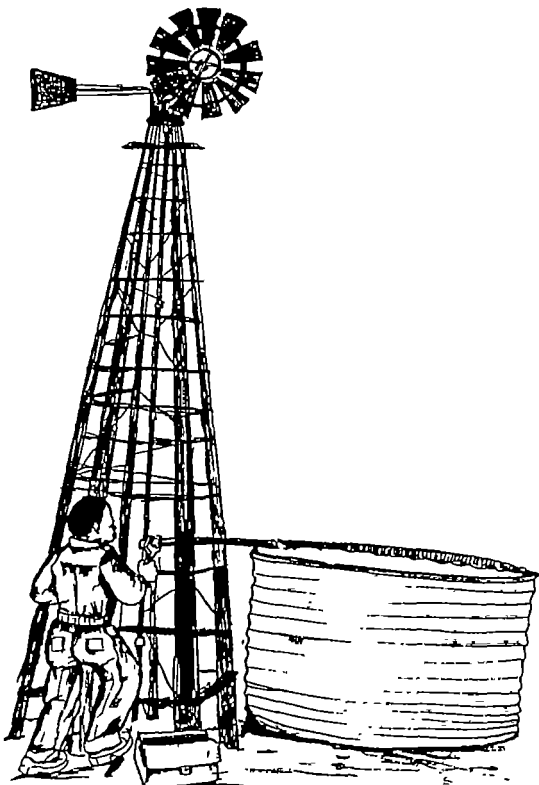
The caretaker

The caretaker and the assistant are important members of the water point committee. They look after our water point. They have to keep the equipment in good working order.



Maintaining the equipment is the best way to prevent a breakdown.

Depending on the type of water point, caretakers should be able to:



- open and lock the water point;
- operate pumps and engines;
- check worn out or loose parts;
- report breakdowns and faults;
- detect any faults;
- do minor repairs;
- store and maintain tools;
- oil and grease moving parts;
- check for oil leakages;
- check and refill oil and diesel;
- keep the engine clean;



- change filters;
- keep records of operation;
- check for any water leakages.



Which of these jobs does our caretaker and assistant do?

As we can see the job of the caretaker is not an easy one. Our caretaker and assistant should therefore be:

- hard working;
- reliable;
- responsible;
- committed;
- available when they are needed;
- good at working with their hands.

Our caretaker and the assistant need special training. The government and other organisations can offer such training. As a committee it is our job to ask our extension officer to make sure that the caretaker and the assistant caretaker get this training.

The government and other organisations

The government has a role to play in planning, building and maintaining the water point. We already know that the government and other organisations assist with supplies and equipment. They also provide training for the caretakers and assistants. The Extension Officers train us as a committee so that we are able to do our work well.





What should the community do to care for and maintain the water point?

The community

We already know that the community should help to make and follow the rules about looking after the water point. Here are a few such examples:

- do not waste water;
- keep the water point clean;
- do not allow children to play at the water point;
- do not allow people to bathe at the water point;
- do not allow people to wash their clothes at the water point.



What else should the community do to care for and maintain the water point?





They should maintain the water point and keep the drain clean. When the water point breaks down, the community should report this at once. They should also be ready to give us as much help as possible when we ask for it.



What have we learned?

In this section, we learned about who is responsible for caring for and maintaining the water point. We learned that our committee should agree with the community about the rules for using the water point. We learned that the caretaker has a major role to play in the caring for and maintaining our water point. We have been told that caretakers and their assistants can be trained by the government and other organisations that are working on water supplies. Finally we learned that the extension officers can train us and that the government and other organisations can help us repairing our water point.

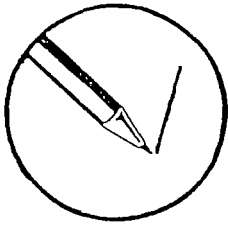


Activities

1. Discuss the rules our committee and the community have agreed upon about the use of the water point.
2. Make a list which shows what the following do to care for and maintain the water point.
 - caretaker and assistant;
 - community;
 - our committee;
 - government and other organisations
3. Invite the extension officer to explain what training the government and other organisations can offer us.



WHEN PROBLEMS ARISE WITH THE WATER POINT



After reading this section we should be able to:

- identify some common problems with the water point;
- explain what action to take when problems arise with the water point.

From time to time, we may have some problems with our water point. We should be ready to solve such problems when they arise.



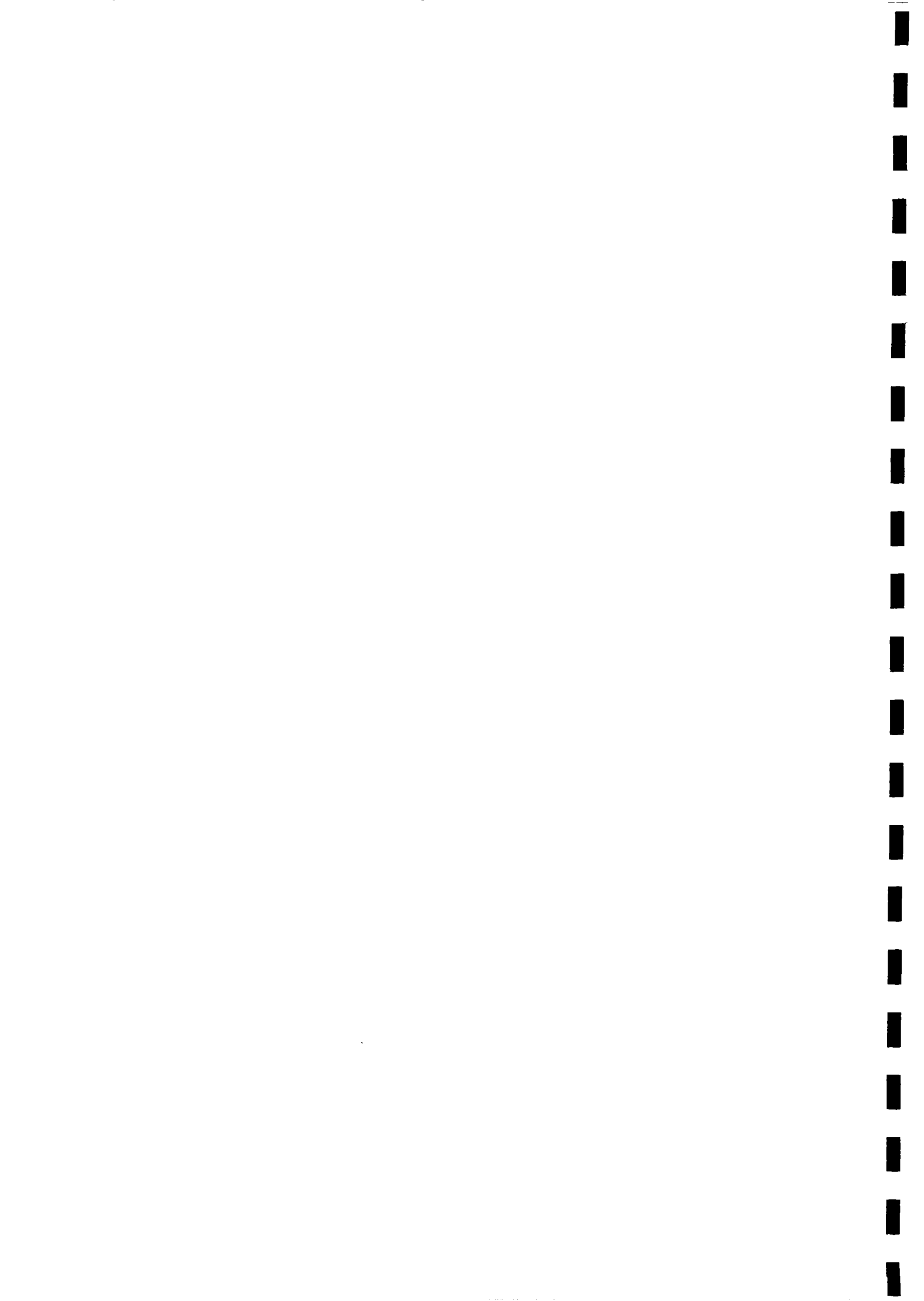
What are some of the problems we might have?

- the water point can be damaged by domestic animals;
- wild animals can destroy the water point;
- the equipment may be broken down;
- not enough water;
- not receiving supplies in time;
- the caretakers may leave their work.

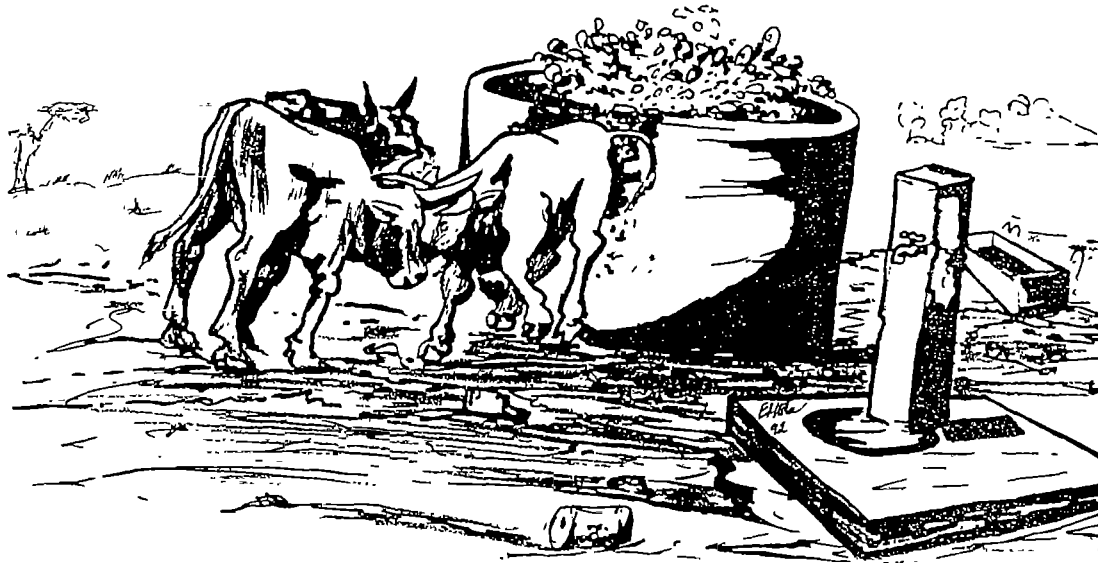
Let's think a little more about each of these problems.

The water point can be damaged by animals

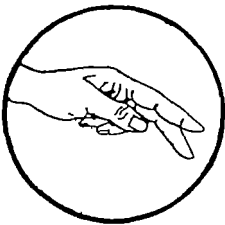
Animals can cause a lot of damage to our water point. They should be kept away from the water point. We should make sure that we build a good



strong fence around the water point. This will help to keep the animals away from the water point and, at the same time, keep the area around the water point clean.



The animals should be watered at a place some distance from the water point. This should be done outside the fence. To avoid wasting water, let the animals drink out of a trough.

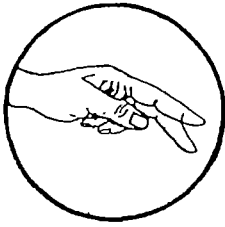


If the water point is destroyed by wild animals, report this to the Extension Officer or the Ministry of Wildlife and Tourism.

Broken down equipment

As a committee, we should expect at some time that the equipment we use at the water point will break down. When this happens the caretaker or assistant is the best person to report the problem to the responsible government officer. The problem should be explained in detail. Before the repairs are completed we have to make sure we have other ways of getting water for our community. For example, we can ask our neighbouring water point committee if we can use their water point.





It is very important to maintain a friendly relationship with our neighbouring water point committee. They can be of great help to us.

Not enough water

Our water point may not have enough water to meet the needs of our community. This may be because there is a drought and the water source is drying up. At other times people may need and use more water than the water point can provide.

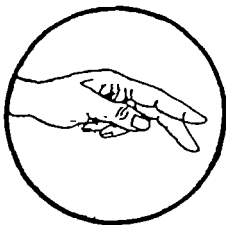


How can we solve the problem of not having enough water?

We may not always be able to solve our problem of not having enough water. We should however invite the community to a meeting so that we discuss and agree on how best to share and use the little water we have.

Not receiving supplies

There may be a time when the supplies we have ordered do not reach us on time. This may cause the water point to stop working. One way to solve this problem is to borrow such supplies from other community members or a nearby water point committee. We should also remind the responsible government officer that the supplies are needed urgently.

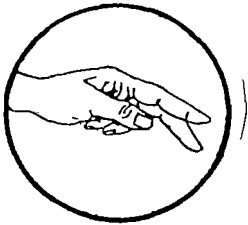


It is important to order our supplies in good time.

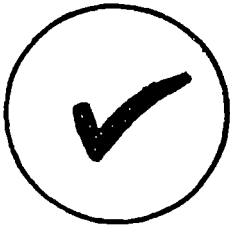


Being without a caretaker

If the caretaker leaves, we would have a problem with the water point. Therefore we should always make sure that the caretaker has an assistant. Both the caretaker and the assistant should be well trained.



If we as a water point committee work together with the community, the government and other organisations, there are very few problems we cannot solve.



What have we learned?

In this section we learned that there are various problems we may have with the water point. We learned that one problem we may have is with the animals that can damage the water point. We also saw that there may be a problem because there is not enough water to meet the needs of the people. We learned that we could have a problem with our water point if the equipment breaks down or if our supplies do not reach us on time. Lastly we learned that we need a caretaker and assistant who are both well trained.



Activities

1. The community has reported to us that the water point has broken down. There is no water. What should we do at once to solve this problem?
2. List three major problems we had with our water point during the last year. For each problem discuss what we did to solve it. If we had the same problems now, how would we solve them?



WORD LIST

Community	A group of people sharing a water point
Evaluate	Look back on what we have been able to achieve
Maintain	To keep the water point in good working order
Mobilize	To get people together to take an action
Monitor	Checking our activities on a regular basis
Objective	What we want to achieve as a Water Point Committee
Sensitize	To give people information to make them aware
Source	Where our water comes from
Utensils	Items such as dishes, cups and containers to be used for handling water

