TOOL 2

CHECKLIST: MINIMUM STANDARDS FOR INCLUSIVE, MHM-FRIENDLY LATRINES

**Menstrual Hygiene Management (MHM) in Emergencies** / IFRC / Pilot version – July 2019

OVERVIEW

This tool includes two checklists:

1. Household latrines
2. Communal latrines, including public (e.g. markets) and institutional (e.g. schools) latrines

Use these checklists to assess whether household and communal latrines meet minimum requirements for being inclusive and MHM-friendly – including being accessible for persons with disabilities.

Inclusive means that latrines are designed to ensure the dignity, access, participation and safety of all persons in the community using the facilities. Accessible means that people with disabilities, older people and pregnant women have access to the physical and built environment, information and communications, and to related facilities and services.

MHM-friendly means that the latrine meets the minimum requirements that ensure women and girls can privately, safely and hygienically manage their monthly menstruation.

These checklists can also be used as a monitoring tool to track progress towards latrines becoming inclusive and accessible, and measuring improvements during an operation or program.

There are two parts to each checklist – 1) direct observation; and 2) discussion and direct feedback from women and girls, persons with disabilities and whoever is responsible for emptying, collecting or transferring menstrual waste[[1]](#footnote-2).

CHECKLIST: LATRINES – HOUSEHOLD[[2]](#footnote-3)

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| --- |
| **FOR DIRECT OBSERVATION:**  |
| **Minimum standard to check** | **Yes/No** | **Action or change needed to meet standard**  |
|  | Latrine is less than 50 metres from household.  |  |  |
|  | Latrine has sufficiently high walls (and/or screens) with no gaps, holes or windows that allow others to see in. |  |  |
|  | Latrine has a door with an internal lock/latch.  |  |  |
|  | There is a functional hand-washing facility located near latrine.  |  |  |
|  | Hand-washing facility has water available.  |  |  |
|  | Soap is available or located in an accessible place near handwashing facility.  |  |  |
|  | There is a hook and/or shelf inside the latrine *(to place personal sanitary items off the floor)*  |  |  |
|  | Latrines have a light source available during the night. *(also consider torches if applicable)* |  |  |
|  | There is an appropriate facility or method for disposing of menstrual waste (e.g. bin inside latrine, or shared rubbish bin or pit close to the latrine). *[This question needs to adapted based on direct consultation and the context]*  |  |  |
| *If household includes a person with a disability:*  |
|  | Latrine is: * at ground level or has a 90cm wide ramp of <1:10 slope,
* has 90cm wide doors that open outwards,
* has a bar to pull the door shut from inside,
* has space for a wheelchair to turn inside,
* has seating/commode for the toilet and
* handrails on both sides of the toilet seat.
 |  |  |
|  | Hand-washing facility is accessible to persons with mobility limitations.  |  |  |
| *Additional non-essential improvements:*  |
|  | There is a mirror (in a low position) inside the latrine *(for women and girls check clothing for blood stains)*  |  |  |
|  | Access to water (e.g. hand-washing facility) and soap inside the latrine. *[ideal case]*  |  |  |
| **FOR DISCUSSIONS WITH WOMEN AND GIRLS, PERSONS WITH DISABILITIES:**  |
| **Minimum standard to check** | **Yes/No** | **Action needed to meet standard**  |
|  | Do you feel comfortable and safe to use the latrine in the day and at night? Is there enough privacy? Why or why not?  |  |  |
|  | Is there always water available near the toilet to wash hands and menstrual materials? Where is water sourced? Who is responsible for filling the water container?  |  |  |
|  | Can you access, reach and use the water for washing your hands and menstrual materials?  |  |  |
|  | Do you feel comfortable changing, washing/drying and disposing of menstrual materials? Why or why not?  |  |  |
|  | Who is responsible for cleaning the latrine? Do you have any challenges keeping the latrine clean (and emptying menstrual waste bin if relevant)? How could it be improved?  |  |  |

CHECKLIST: LATRINES – COMMUNAL, PUBLIC OR INSTITUTIONAL (e.g. schools or clinics)[[3]](#footnote-4)

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| **FOR DIRECT OBSERVATION:**  |
| **Minimum standard to check** | **Yes/No** | **Action or change needed to meet standard**  |
|  | Male and female latrines are physically separated and have clear signs (for female/male).  |  |  |
|  | Latrine has sufficiently high walls (and/or screens) with no gaps, holes or windows that allow others to see in.  |  |  |
|  | Latrines have doors with a handle and an internal lock/latch.  |  |  |
|  | There is a functional hand-washing facility located near the latrine. |  |  |
|  | Hand-washing facility has water available. |  |  |
|  | Soap is available or located in an accessible place near handwashing facility. |  |  |
|  | Hand-washing facility is accessible to persons with physical disabilities.  |  | *Target = at least 10% of all communal hand-washing facilities*  |
|  | There is a hook and/or shelf inside the latrine, at a height accessible for girls and persons using a wheelchair *(to place personal sanitary items off the floor)*  |  |  |
|  | Latrine has a light source available during the night. *(If latrines are open then)*  |  |  |
|  | Waste bins (or other appropriate mechanism for disposal) for menstrual waste are located inside the [female] latrine.  |  |  |
|  | Latrine meets minimum requirements for accessibility (for women and girls with disabilities, pregnant and older women): * at ground level or has a 90cm wide ramp of <1:10 slope,
* has 90cm wide doors that open outwards,
* has a bar to pull the door shut from inside,
* has space for a wheelchair to turn inside,
* has seating/commode for the toilet, has
* handrails on both sides of the toilet seat, and
* is clearly signposted to be accessible.
 |  | *Target = at least 10% of all communal latrines; or, if there is only one communal, public or institutional latrine then it should be accessible (e.g. meet all minimum requirements outlined).*  |
|  | Latrine is clean with no menstrual waste, faeces or other material on the floor.  |  |  |
|  | There is a poster or sign inside the latrine with instructions on how to dispose of menstrual waste. If yes: The poster/sign is in easy-to-understand language and includes pictures/pictograms.  |  |  |
|  | Products and items for cleaning the latrine are located close by (or inside) *[if applicable, adapt based on context]*.  |  |  |
| *Additional non-essential improvements:*  |  |  |
|  | There is a mirror (in a low position) inside the latrine *(for women and girls check clothing for blood stains)*  |  |  |
|  | Access to water (e.g. hand-washing facility) inside the latrine cubicle/stall. *[ideal case]* |  |  |
| **FOR DISCUSSIONS WITH WOMEN AND GIRLS, PERSONS WITH DISABILITIES:**  |
| **Minimum standard to check** | **Yes/No** | **Action needed to meet standard**  |
|  | Are people following the gender segregation instructions for latrines? *(E.g. are males only using male latrines)*  |  |  |
|  | Do you feel that the latrines are located in an appropriate and accessible place? Why or why not?  |  |  |
|  | Do you feel comfortable and safe using the latrines in the day and at night (if relevant)? Is there enough privacy? Why or why not? |  |  |
|  | Is there always water available near the latrine to wash hands and menstrual materials? Where is water sourced? Who is responsible for filling the water container?  |  |  |
|  | Do you feel comfortable changing, washing/drying and disposing of your menstrual materials? Why or why not? How could it be improved? |  |  |
|  | Who is responsible for cleaning the latrine? Are there any challenges keeping the latrine clean? How can it be improved?  |  |  |
|  | Who is responsible for emptying the menstrual waste bins (*if relevant*)? Is the system working? Why or why not? How can it be improved? |  |  |
| **FOR DISCUSSIONS WITH WHOEVER IS RESPONSIBLE FOR EMPTYING or COLLECTING or TRANSFERING MENSTRUAL WASTE:**  |
| **Minimum standard to check** | **Yes/No** | **Action needed to meet standard**  |
|  | Do you ever find used menstrual products or waste in or around the latrine cubicles? *Why do you think this is?*  |  |  |
|  | Do you wear gloves and boots when handling menstrual waste? *Why or why not?* |  |  |
|  | Is there any informal or formal waste sorting done? *Who does this? Where?*  |  |  |
|  | Do you face any taboos, restrictions or teasing from your work (including handling menstrual waste)? *What are they? Do you have any suggestions to mitigate them?*  |  |  |
|  | Did you receive a training about your work and how to be safe? *What information did you think was missing or would you have liked?*  |  |  |

1. Note that only key discussion points are included here; more in-depth monitoring of WASH programming should be done (see the full MHM guide [Step 7], Tool 1, Tool 11 and Tool 13 for more guidance). [↑](#footnote-ref-2)
2. Adapted from Global toolkit for integrating Menstrual Hygiene Management (MHM) into humanitarian response. [↑](#footnote-ref-3)
3. Adapted from Global toolkit for integrating Menstrual Hygiene Management (MHM) into humanitarian response. [↑](#footnote-ref-4)