

# Dug well with a hand pump

## A. GENERAL INFORMATION

### A.1. Dug well information

**Dug well location** (e.g. village, town, community, parish, district, province, state)

**Additional location information**

State the reference system and units, if using coordinates (e.g. national grid reference coordinates, GPS coordinates)

**Year of construction of dug well**

**Depth of dug well**  
(including units)

**Approximate number of households using this water source**  
Circle one of the options below

1–10

11–50

51–100

101–500

>500

Circle the options below

If **Yes**, describe (e.g. what happens, how often, for how long)

**Is the dug well affected by flooding?**

Unsure

No

Yes

**Is the dug well affected by drought?**

Unsure

No

Yes

### A.2. System functionality

Circle **Yes** or **No** to indicate if water is currently available from the dug well. If **No**, describe why (e.g. broken pump, low water level) and then go to Section B. In Section C, record the corrective actions needed for the dug well to provide water, and record the details of any alternative water source(s) currently being used.

**Is water currently available from the dug well?**

If **No**, describe why (then go to Section B)

Yes

No

### A.3. Weather conditions during the 48 hours before inspection

Circle the temperature and precipitation options below to indicate the main conditions during the 48 hours before the inspection. More than one option may be circled if conditions changed during this time. Record additional information in Section C if needed.

**Temperature**

<0 °C

0–15 °C

16–30 °C

>30 °C

**Precipitation**

Snow

Heavy rain

Rain

Dry

### A.4. Water quality sample information

Record details of any water quality samples taken during the inspection. Include information for any parameters tested. Add **NA** if information is not applicable. Record additional information in Section C if needed.

**Sample taken?**  
Circle **No** or **Yes**

**Sampling location**

**Sample identification code**

**Other information**

No  
(go to A.5)

Yes

**Parameter tested**

*E. coli*<sup>a</sup>

or Thermotolerant  
(faecal) coliforms<sup>a</sup>

**Additional parameter**

**Additional parameter**

**Additional parameter**

**Results and units**

Results

Units

Results

Units

Results

Units

Results

Units

Results

Units

**A.5. Water treatment**

Tick (✓) the appropriate box(es) and provide additional information as needed.

☐ **No treatment applied.**

☐ **Treatment applied at the well.** Describe (e.g. chlorine dose, frequency of dosing, how it is applied).<sup>b</sup>

☐ **Treatment applied downstream of the well.** Describe (e.g. the type of household water treatment used).

<sup>a</sup> The presence of *E. coli* (or thermotolerant [faecal] coliforms) suggests recent faecal contamination. If detected, further action is needed, such as additional sampling and investigation of potential sources of contamination, and/or household water treatment advisories (e.g. boil water notice). *Note* – thermotolerant (faecal) coliforms are distinct from “total coliforms”, where total coliforms do not necessarily indicate recent faecal contamination.

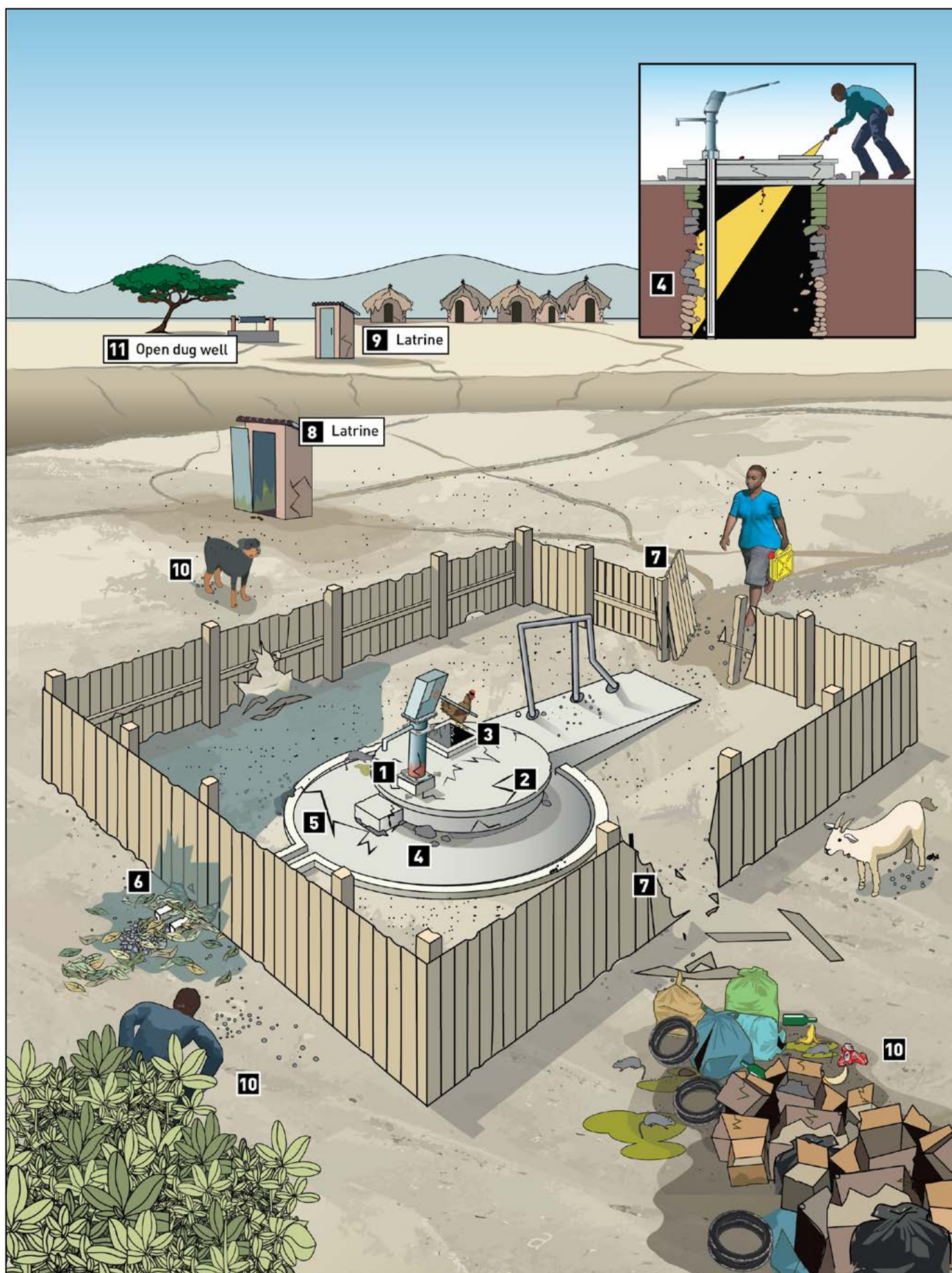
<sup>b</sup> Where chlorine is applied, the free chlorine residual concentration in the drinking-water should be tested and the result recorded in Section A.4. Where possible, turbidity and pH should also be measured. For general information on chlorination, refer to [Technical notes on drinking-water, sanitation and hygiene in emergencies: measuring chlorine levels in water supplies](#) (WHO & WEDC, 2013).

**General notes**

- This form is intended for use on a single dug well with a hand pump. Where there are multiple dug wells to be inspected, additional forms will be needed. Dug wells may be inspected on a rotational basis where there are too many to cover during each inspection.
- If other water sources are in use (e.g. spring, borehole), or if users collect and store water in the home, carry out additional sanitary inspections using the corresponding sanitary inspection packages.

**B. SANITARY INSPECTION****IMPORTANT: Read the following notes before completing the sanitary inspection**

1. Tick (✓) the appropriate box for each question. For guidance, refer to the numbered risk factors in Figure 1; the numbers in the figure are linked to the questions. Record any additional risk factors present in Section C. Refer also to the *Technical fact sheet* for information on the individual components of the dug well. *Note* – the questions in this section are example risk factors only, which can be used as a starting point for adapting the form to the local context.
2. Tick the **NA** (not applicable) box if the question *does not apply* to the dug well being inspected.
3. Tick the **No** box if the question does apply to the dug well being inspected, but the risk factor *is not present*.
4. Tick the **Yes** box if the risk factor *is present*. For important situations that require attention, record the corrective actions to be taken in the last column. These notes can be used to develop a detailed improvement plan, documenting what will be done, who will do it, by when it will be done and what resources are required. For guidance, refer to the *Management advice sheet*. Where possible, address the most serious risk factors first, considering low-cost or no-cost improvements that can be made immediately.
5. If a question cannot be answered because access to a component is not possible, tick the **Yes** box. Record these issues in Section C for further investigation.



**Figure 1.** Typical risk factors associated with a dug well with a hand pump

Sanitary inspection questions		NA	No	Yes	If Yes, what corrective action is needed?
1	<p><b>Is the hand pump in poor condition or loose at the point of attachment to the cover slab?</b></p> <p>Contaminants could enter the water if the hand pump is damaged or severely corroded, or if the spout is dirty. Contaminated surface water could also enter the well, particularly after rain, if the hand pump is loosely attached to the cover slab (i.e. if there is a gap between the hand pump and the cover slab).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<p><b>Is the cover slab absent or in poor condition?</b></p> <p>Contaminants could enter the well if there is no cover slab present. This could also happen if the cover slab is damaged (e.g. has deep cracks or gaps), which could allow surface water to enter the well.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<p><b>If there is an inspection hatch, is the lid missing or in poor condition?</b></p> <p>Contaminants could enter the well (e.g. entry of contaminated surface water following rain, entry of animals) if the inspection hatch lid is missing (or open, unlocked). This could also happen if the lid is damaged (e.g. cracked, severely corroded, does not fit tightly when closed).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<p><b>Is the well wall damaged?</b></p> <p>Contaminants could enter the well if there are deep cracks or gaps in either the aboveground headwall, or the belowground well wall.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<p><b>Is the apron around the well absent or in poor condition?</b></p> <p>Contaminants could enter the well, particularly after rain, if there is no apron present. This could also happen if the apron is damaged (e.g. gaps, deep cracks). Erosion under the apron may also allow contaminated surface water to enter the well.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	<p><b>Is drainage inadequate, which could allow water to accumulate in the well area?</b></p> <p>Stagnant water could contaminate the well if there is no drainage channel, or if the channel is damaged (e.g. deep cracks) or blocked (e.g. from leaves, sediment). This could also happen if there is no downward slope for water to drain away from the well area to a working drain or soakaway. This is especially likely after rain. <i>Note</i> – the presence of pooled water and/or erosion under the apron may indicate poor drainage.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sanitary inspection questions		NA	No	Yes	If Yes, what corrective action is needed?
<b>7</b>	<b>Is the fence or barrier around the well missing or inadequate so that animals could enter the well area?</b> Animals could contaminate or damage the well area if the fence or barrier around the well is missing. This could also happen if the fence or barrier is broken or poorly built (e.g. has large gaps), or the entry point (e.g. gate) does not close securely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8</b>	<b>Is there sanitation infrastructure within 15 metres of the well?<sup>c</sup></b> Sanitation infrastructure (e.g. latrine pit, septic tank, soakage field, sewer pipes) close to the well may affect water quality. For example, waste could seep into the groundwater or overflow and be washed into the well, particularly after rain. Visually check structures in this area, and ask community members, to see if the structures are sanitation related.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9</b>	<b>Is there sanitation infrastructure on higher ground within 30 metres of the well?<sup>c</sup></b> Contaminated groundwater and surface water may flow downhill from sanitation infrastructure towards the well. This could result in harmful microorganisms and other contaminants entering the well, particularly after rain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10</b>	<b>Can other sources of pollution be seen within 15 metres of the well (e.g. open defecation, animals, drinking troughs for livestock, rubbish, commercial activity, fuel storage)?<sup>c</sup></b> The presence of animals or faeces on the ground close to the well poses a serious risk to the safety of the drinking-water. Contaminants from other waste (e.g. household, agricultural, industrial) could be washed into the well during rain or seep into the groundwater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11</b>	<b>Is there any unprotected entry point to the aquifer within 100 metres of the well?<sup>c</sup></b> An unprotected entry point to the aquifer (e.g. uncapped borehole, open dug well) could allow contaminants to enter the groundwater and contaminate the well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total number of Yes responses					

<sup>c</sup> General guidance only. Appropriate minimum safe distances depend on local factors including soil type and permeability, depth of the water table, and volume and concentration of contaminants. For guidance on determining minimum safe distances for polluting activities, refer to [Guidelines for drinking-water quality: small water supplies](#) (WHO, 2024).



Include any additional risk factors,<sup>d</sup> recommendations, observations or remarks from users of the water source (e.g. problems with the taste, odour or appearance of the water, water source reliability). Attach additional sheets and photographs if needed.

[illegible]

## D. INSPECTION DETAILS

Signature (if available): \_\_\_\_\_ Date: \_\_\_\_\_



**World Health  
Organization**

# Dug well with a hand pump

This technical fact sheet provides background information on a dug well with a hand pump, which supports the sanitary inspection of this water source.<sup>a</sup>

A dug well consists of an excavated hole in the ground, with a water-lifting device (e.g. a hand pump, windlass) that is used to bring groundwater to the surface.

Groundwater is considered to be better quality than surface water in many places. However, appropriate treatment/disinfection are required for groundwater sources that are vulnerable to contamination.

**Improved dug wells** are lined, covered and fitted with a secure water-lifting device (e.g. a hand pump) to provide safe drinking-water. **Unimproved dug wells** are open or uncovered wells. These are more likely to become contaminated, and should be improved where possible.

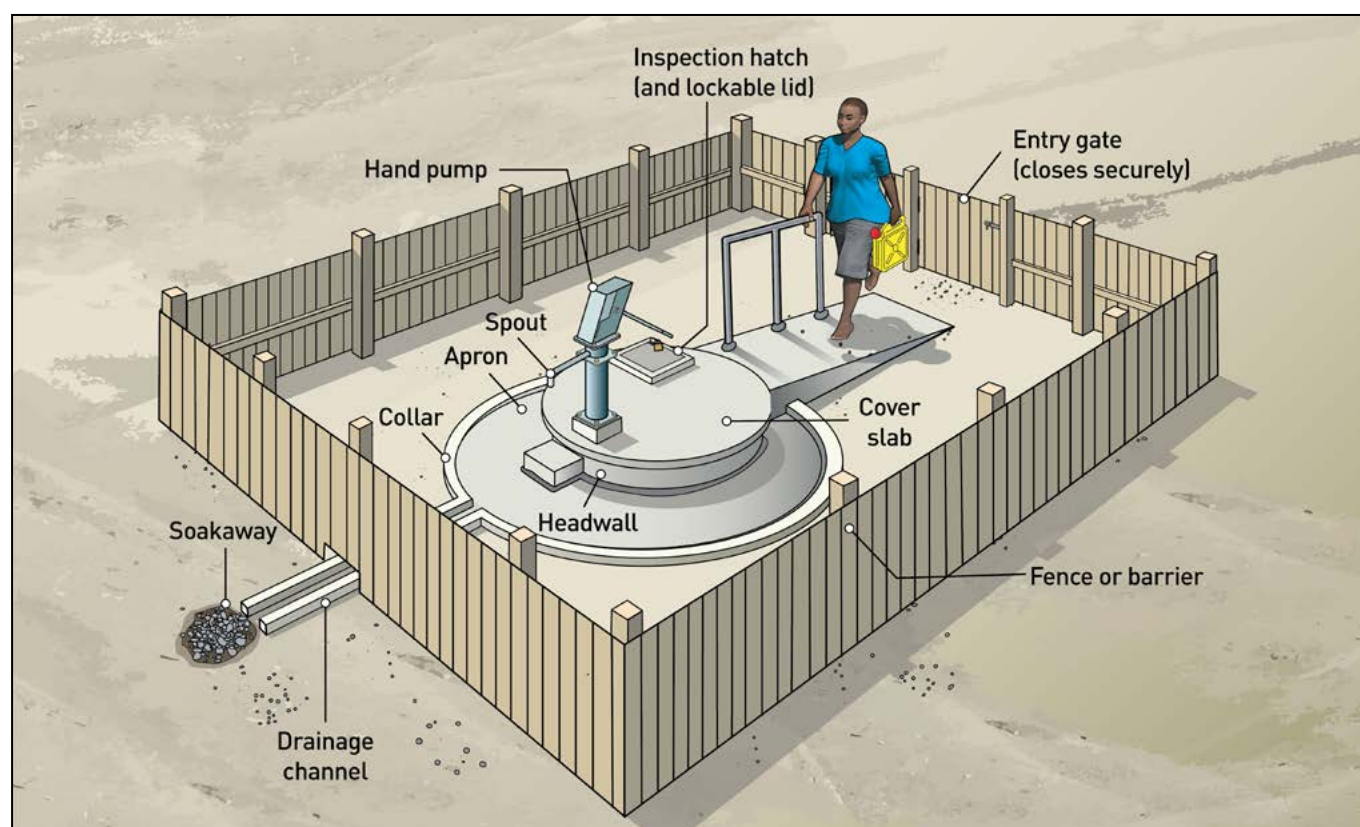
Dug wells can be excavated by hand or with a machine. The diameter of a dug well is often more than 1 metre.

This means that dug wells can typically be accessed by a person for inspection, operations and maintenance or improvement works (e.g. repairing the well wall, removing sediment, deepening the well).

Dug wells should have adequate capacity (i.e. have an appropriate depth below the water table and width) to meet the needs of users at all times of the year. Limited capacity could result in users seeking alternative drinking-water sources that could be less safe.

The water collection area should be built so it is accessible for all users.<sup>b</sup>

Figure 1 shows a common type of dug well with a hand pump. A section view of the belowground elements of the dug well is shown in Figure 2. These figures show a typical design. Other designs can also provide safe drinking-water.



**Figure 1.** A common dug well with a hand pump in a sanitary condition

<sup>a</sup> This fact sheet is not intended to serve as a guide to construction. For detailed guidance on the design and construction of a dug well, refer to [Hand-dug shallow wells: series of manuals on drinking water supply, Vol. 5](#) (Collins, 2000).

<sup>b</sup> For guidance on designing accessible facilities, refer to [Water and sanitation for disabled people and other vulnerable groups: designing services to improve accessibility](#) (Jones & Reed, 2005).

Typical risk factors associated with a dug well with a hand pump are presented in the corresponding *Sanitary inspection form*.

A dug well with a hand pump typically includes the following main components.

- **Hand pump:** Draws groundwater from the well through a pipe (called a **rising main**) to the point of collection (the **spout**) above the surface. The hand pump should be securely fitted to the cover slab (i.e. tightly fitting with no gaps) to prevent contaminants from entering the well.
- **Cover slab:** A raised stone, brick or concrete cover built over the well. This prevents contaminants from entering the well. The cover slab also provides a standing area for users when collecting water.
- **Inspection hatch:** Allows access to the dug well for inspection, operations and maintenance, or improvement works. The inspection hatch should have a lid that is tightly fitting and lockable to stop contaminants from entering the well, and to stop unauthorized access by people.
- **Well wall:** The wall (or lining) between the well and the surrounding ground, which gives structural support that prevents the well from collapsing (Figure 2). The well wall is often constructed using reinforced concrete rings, blocks or bricks. At least the top 3 metres of the well should be lined with an impermeable barrier (e.g. bricks and mortar) to stop surface water from draining into the well. Below this, the well wall should be permeable to allow groundwater to enter the well.
- **Headwall:** The part of the well wall aboveground that supports the cover slab. The headwall should have a water-tight seal with the cover slab and apron to stop surface water from entering the well.
- **Apron:** A reinforced stone, brick or concrete floor built around the headwall to drain water away from the well. To ensure adequate protection, the apron should be at least 1 metre wide all around the headwall, sloping down from the well towards a collar.
- **Collar:** The raised edge of the apron that captures water and directs it to a drainage channel.
- **Drainage channel:** Directs water away from the well to a drainage area or soakaway, where the water can drain into the ground. The drainage channel should slope down from the well. This

prevents water ponding and stagnating around the well area, which could contaminate the well. Drainage water may be used to provide water for livestock or other activities, provided that these activities occur at a safe distance downhill from the well.<sup>c</sup>

- **Soakaway:** A hole in the ground filled with coarse material (e.g. gravel, stones, rocks), or that has a permeable wall, that allows water to drain back into the ground. The soakaway should be located at a safe distance downhill from the well.<sup>c</sup>
- **Fence or barrier:** A physical barrier to prevent animals from contaminating the well area or damaging the components. It may also prevent unauthorized access by people. The fence or barrier should have an entry point (e.g. a gate) that can be closed tightly and latched shut/locked. Where practical, the fence or barrier should ideally be constructed at least 15 metres from the well (general guidance only).<sup>c</sup>

### Additional considerations

Before the dug well is constructed, sources of naturally occurring contaminants (e.g. arsenic, fluoride) and contamination from human activities (e.g. agriculture, industry) should be investigated to determine their impact on groundwater quality. Latrines and other sanitation facilities should be identified before choosing a site for the well.

After a new dug well is constructed, it should be cleaned, flushed and disinfected (e.g. with chlorine), and flushed again, to disinfect the components before the water is used. Ideally, water quality testing should be conducted before the dug well is commissioned to confirm the water is safe for consumption. Periodic disinfection and testing may also be required (e.g. after flooding, after maintenance).<sup>d</sup>

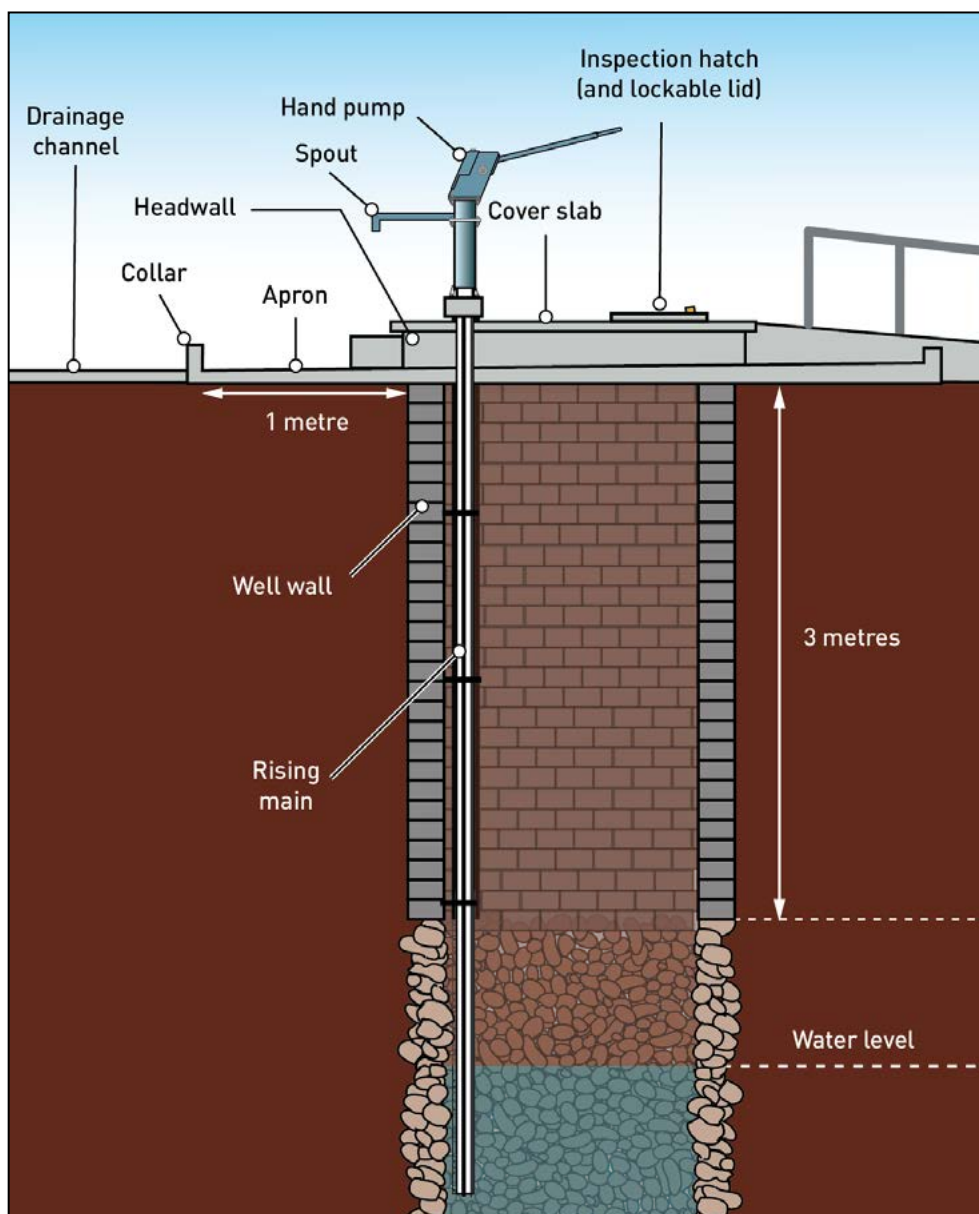
When selecting components for the hand pump, the corrosion potential of the groundwater should be considered. If the groundwater has low pH, high salinity and high chloride, corrosion-resistant materials are required.

When constructing new dug wells or rehabilitating old ones, all materials used should be safe for contact with drinking-water (e.g. using materials approved through an appropriate certification scheme, including for lead-free or low-lead materials).

<sup>c</sup> For guidance on determining appropriate minimum safe distances for polluting activities, refer to [Guidelines for drinking-water quality: small water supplies](#) (WHO, 2024).

<sup>d</sup> See [Technical notes on drinking-water, sanitation and hygiene in emergencies: cleaning and rehabilitating hand-dug wells](#) (WHO & WEDC, 2013).





**Figure 2.** A common dug well with a hand pump in a sanitary condition (section view)

#### World Health Organization

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Website: <https://www.who.int/health-topics/water-sanitation-and-hygiene-wash>





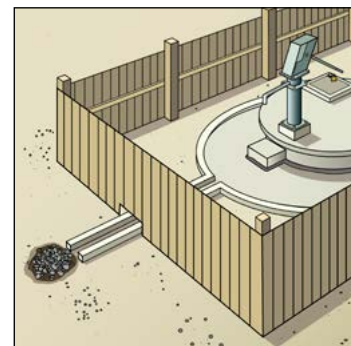
# Dug well with a hand pump

**This management advice sheet provides guidance for the safe management of a dug well with a hand pump, which supports the sanitary inspection of this water source.**

Guidance for typical operations and maintenance (O&M) activities is provided in Table 1, including suggested frequencies for each activity. These activities are important for keeping the dug well and hand pump in good working condition and protecting drinking-water quality.

Table 2 lists potential problems that may be identified during a sanitary inspection, and provides basic corrective actions to consider for each problem.

This management advice sheet can also support routine management and monitoring practices, which are required to help ensure the ongoing safety of the water supply.



## A. OPERATIONS AND MAINTENANCE

Basic O&M can usually be carried out by a trained owner, user or caretaker/operator (e.g. simple maintenance tasks such as cleaning the well area). Larger repairs and maintenance tasks (e.g. repairing the well wall, pump maintenance) may need skilled labour which can be provided by local craftspeople, or with support from outside of the local area.

The condition of the dug well and hand pump should be inspected routinely to help prevent contaminants entering the well. Any damage or faults should be repaired immediately (e.g. deep cracks in the cover slab, broken fence, soil erosion around the apron). Standard operating procedures (SOPs) should be developed for important O&M tasks (e.g. removing the pump for maintenance, repairing the well wall). These should be followed by trained individuals so the work is carried out safely and the well is not contaminated during the work.

Consultation with the relevant authorities may be required to ensure that sanitation infrastructure (e.g. latrine pits, septic tanks, sewers, soakage fields) is not built near the well unless hydrogeological studies show that it is safe to do so. Consideration should also be given to catchment activities that extract groundwater (e.g. for irrigation, mining, power) to ensure an adequate quantity of drinking-water to meet the needs of users.

Activities other than the collection of drinking-water (e.g. laundry, washing, bathing) should not be permitted at the dug well area. These should be carried out at a safe distance downhill from the well.

Adequate treatment/disinfection are required before consuming the drinking-water if the dug well is vulnerable to contamination, or if the water could be contaminated due to unhygienic storage and handling by the user during transport or in the home.

**Table 1. Guidance for developing an operations and maintenance schedule**

Frequency	Activity
Daily to weekly	<ul style="list-style-type: none"> <li>• Check and clean the dug well facility, including the spout. Remove any polluting materials (e.g. faeces, rubbish).</li> <li>• Check that the hand pump is working.<sup>a</sup> Perform pump maintenance as needed, repair or replace damaged parts, then clean and disinfect (e.g. with chlorine) the hand pump.</li> <li>• If present, check that the inspection hatch lid is in place and in good condition, and is closed and locked securely. Repair or replace damaged parts, and lock as needed.</li> <li>• Check that the drainage channel is clear and in good condition (i.e. no deep cracks, gaps). Remove debris or repair as needed.</li> <li>• Check that the fence or barrier is in good condition and that the entry point (e.g. gate) can be closed securely and latched shut/locked. Repair as needed.</li> </ul>

Table 1. ...continued

Frequency	Activity
Annually	<ul style="list-style-type: none"> <li>Perform a detailed inspection of the well structure (including the well wall) for signs of damage or failure. Repair as needed.<sup>b</sup></li> </ul>
As the need arises <sup>c</sup>	<ul style="list-style-type: none"> <li>Drain the well, remove debris or sediment and clean the internal walls (e.g. using a brush and clean water), and then disinfect the well (e.g. with chlorine).<sup>d</sup></li> <li>Rehabilitate the well (e.g. repair the well wall, deepen the well).<sup>b</sup></li> <li>Replace any eroded earth around the dug well, and fill any depressions in the ground where water ponds.</li> <li>Monitor water yield and use to identify changes (e.g. during periods of drought).</li> <li>Ensure procurement of any materials in contact with drinking-water and water treatment chemicals (where used) are safe for drinking-water use.</li> </ul>

<sup>a</sup> A broader assessment of hand pump functionality and condition can be performed during the sanitary inspection. For basic guidance on functionality checks, preventive maintenance and repair for common hand pump types, refer to the pump-specific guidance manuals at <https://www.rural-water-supply.net/en/resources/>, or the relevant manufacturer's guide.

<sup>b</sup> For guidance on construction aspects, refer to [Hand-dug shallow wells: series of manuals on drinking-water supply, Vol. 5](#) (Collins, 2000).

<sup>c</sup> See Table 2 for potential problems that could trigger these activities.

<sup>d</sup> See [Technical notes on drinking-water, sanitation and hygiene in emergencies: cleaning and rehabilitating hand-dug wells](#) (WHO & WEDC, 2013). This activity is required following a contamination event (e.g. flooding, *E. coli* detection). *Note* – in water scarce areas, consult with local health authorities before draining the well to make sure that the risk to water quality justifies the loss of water. If the well is drained, alternative water supply arrangements may be needed to ensure that users have sufficient water quantity to meet domestic needs.

#### General notes

- The suggested frequencies in Table 1 are a minimum recommendation. The frequency of activities may need to be increased depending on the local context. A suitable O&M schedule should be made for each site, including who is responsible for performing the work. Completion of activities as per the O&M schedule should be recorded, including additional details for any problems identified and corrective actions undertaken.
- Only people with relevant training and skills should undertake the activities in Table 1. Appropriate safety measures should be in place when entering the well for inspection or maintenance. Safety risks such as well collapse and asphyxiation should be appropriately managed. Care should be taken when handling disinfection products.
- For guidance on appropriate frequencies for monitoring (e.g. sanitary inspections, water quality testing), refer to [Guidelines for drinking-water quality: small water supplies](#) (WHO, 2024).

## B. PROBLEMS AND CORRECTIVE ACTIONS

Each problem in Table 2 is linked to the same question number in Section B of the *Sanitary inspection form*. Where relevant, corrective actions should be completed by trained individuals according to SOPs. Where needed, develop awareness raising and education programmes, and if necessary, local rules or regulations, to support safe drinking-water management in the context of the guidance provided in Table 2.

If problems are identified that represent an immediate threat to drinking-water safety (e.g. likely presence of faecal contamination in the water supply, positive *E. coli* detection), consider what immediate actions should be taken to minimize the risk to public health (e.g. advise users to seek an alternative safe drinking-water source, disinfect the water at the point of use).

Table 2. Common problems associated with a dug well with a hand pump, and suggested corrective actions

Question	Problem identified	Corrective actions to consider
<b>1</b>	The hand pump is in poor condition or loose at the point of attachment to the cover slab, which could allow contaminants to enter the water.	<ul style="list-style-type: none"> <li>• Repair any damaged or severely corroded components of the hand pump. Clean and disinfect the hand pump once finished (e.g. with chlorine).</li> <li>• Fix the hand pump unit so that it is secure and tightly fitted to the cover slab with no gaps.</li> <li>• If the hand pump spout is dirty, clean and disinfect it (e.g. with chlorine).</li> <li>• Communicate the importance of routine cleaning/maintenance of the hand pump.</li> </ul>
<b>2</b>	The cover slab is absent, or it is in poor condition, which could allow contaminants to enter the well.	<ul style="list-style-type: none"> <li>• If the cover slab is absent, rehabilitate the well to include a raised, sealed cover slab.</li> <li>• If the cover slab is in poor condition, repair any damage, deep cracks or gaps, to ensure that the well is adequately sealed.</li> <li>• Clean and disinfect (e.g. with chlorine) the well once finished.<sup>d</sup></li> </ul>
<b>3</b>	If there is an inspection hatch, the inspection hatch lid is missing (or open, unlocked), or it is in poor condition (e.g. deep cracks, severely corroded, does not fit tightly when closed), which could allow contaminants to enter the well (e.g. via surface water, entry of animals).	<ul style="list-style-type: none"> <li>• If the inspection hatch lid is missing, or it is in poor condition, provide a temporary seal (e.g. impermeable plastic sheeting) over the inspection hatch to minimize the entry of contaminants. Repair or replace the hatch and/or lid as soon as possible.</li> <li>• If the inspection hatch lid is open or unlocked, communicate the importance of closing and locking the lid securely when it is not in use (e.g. through awareness raising, signage).</li> </ul>
<b>4</b>	The walls of the well – either above the ground (i.e. the headwall) or below the ground (i.e. well wall), are damaged (e.g. deep cracks, gaps), which could allow contaminants to enter the well.	<ul style="list-style-type: none"> <li>• Repair the headwall to ensure that the well is adequately sealed (e.g. repair mortar and brickwork).</li> <li>• For the belowground well wall, seek skilled help as needed to repair and seal the well wall. Pay special attention to the health and safety risks to workers when entering the well, and the potential to contaminate the well during the work.</li> <li>• Clean and disinfect the well once finished.<sup>d</sup></li> </ul>
<b>5</b>	The apron around the well is absent, or it is in poor condition (e.g. with gaps, deep cracks, shows signs of erosion under the apron), which could allow contaminants to enter the well (e.g. from contaminated surface water).	<ul style="list-style-type: none"> <li>• If the apron is absent, construct an apron at least 1 metre around the headwall, ensuring that it slopes downward to a defined collar.</li> <li>• If the apron is damaged or has deep cracks, repair it to ensure that it is adequately sealed.</li> <li>• If the area around or under the apron shows signs of erosion, replace any eroded earth to ensure that it is adequately sealed. (Where the erosion is caused by poor drainage, see row 6.)</li> </ul>
<b>6</b>	The drainage is inadequate (e.g. absent, damaged or blocked drainage channel or soakaway, insufficient drainage slope), which could result in stagnant water contaminating the well.	<ul style="list-style-type: none"> <li>• If a drainage channel or soakaway is absent, dig a temporary channel to divert water away from the well area. Construct a permanent drainage system as soon as possible.</li> <li>• If a drainage channel or soakaway is not working, consider whether maintenance is needed (e.g. repairing, cleaning), or if deepening, widening or extending is required.</li> </ul>



Table 2. ...continued

Question	Problem identified	Corrective actions to consider
<b>7</b>	The fence or barrier around the well is missing or inadequate, which could allow animals to contaminate or damage the well area.	<ul style="list-style-type: none"> <li>• If absent, construct a robust fence or barrier with a lockable gate that closes securely.</li> <li>• If a fence or barrier is present but inadequate to prevent access, repair or replace it.</li> <li>• If the entry point (e.g. gate) to the well area is damaged and/or does not close securely, repair or replace it.</li> </ul>
<b>8</b>	There is sanitation infrastructure (e.g. latrine pit, septic tank, soakage field, sewer line) within 15 metres of the well that could contaminate the well (e.g. from overflow, seepage). <sup>e</sup>	<ul style="list-style-type: none"> <li>• Involve local authorities to assess the significance of the risk from the sanitation infrastructure.</li> <li>• Consider what immediate actions should be taken to minimize the risk to public health.</li> <li>• Consult with local authorities to consider appropriate steps to relocate or eliminate the source of pollution.</li> </ul>
<b>9</b>	There is sanitation infrastructure on higher ground within 30 metres of the well that could contaminate the well. <sup>e</sup>	
<b>10</b>	There are other sources of pollution (e.g. open defecation, animals, drinking trough for livestock, rubbish, commercial activity, fuel storage) within 15 metres of the well that could contaminate the well. <sup>e</sup>	<ul style="list-style-type: none"> <li>• Where practical, remove the pollution (e.g. remove animal faeces, rubbish). Communicate the importance of maintaining the dug well area in a clean condition.</li> <li>• Consult with local authorities and users to consider: <ul style="list-style-type: none"> <li>◦ appropriate actions to relocate or eliminate the source of pollution</li> <li>◦ other actions to minimize the issue from occurring again (e.g. awareness raising, signage, enforcement measures).</li> </ul> </li> </ul>
<b>11</b>	There is an unprotected point of entry to the aquifer (e.g. open or uncapped well or borehole) within 100 metres of the well that could provide a direct pathway for contaminants to enter the groundwater and contaminate the well. <sup>e</sup>	<ul style="list-style-type: none"> <li>• Consult with local authorities to: <ul style="list-style-type: none"> <li>◦ assess the significance of the risk from the unprotected point of entry to the aquifer</li> <li>◦ cover the point of entry in the immediate term</li> <li>◦ consider what actions are appropriate to permanently seal, decommission or relocate the point of entry.</li> </ul> </li> </ul>

<sup>e</sup> General guidance only. Appropriate minimum safe distances depend on local factors including soil type and permeability, depth of the water table and the volume and concentration of contaminants. For guidance on determining minimum safe distances for polluting activities, refer to [Guidelines for drinking-water quality: small water supplies](#) (WHO, 2024).

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