



**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**SCHOOL OF SCIENCE AND TECHNOLOGY**

**COURSE CODE: EHS 306**

**COURSE TITLE: SANITARY INSPECTION FOR  
PREMISES**

**COURSE  
GUIDE**

**EHS 306  
SANITARY INSPECTION OF PREMISES**

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<b>CONTENTS</b>	<b>PAGE</b>
Introduction .....	iv
What you will Learn in this Course.....	iv
Course Aim .....	iv
Course Objectives .....	v
Working through this Course .....	v
Course Material .....	v
Study Units .....	vi
Textbooks and References .....	vii
Presentation Schedule .....	vii
Assessment .....	vii
Tutor-Marked Assignments (TMAs) .....	vii
Final Examination and Grading .....	viii
Course Overview.....	viii
Facilitators/Tutors and Tutorials .....	x
Summary .....	x

## **INTRODUCTION**

EHS 306 Sanitary Inspection of Premises is a two-credit unit course available to all students of Bachelor of Environmental Health Science. The inspection of premises has been the traditional duty of environmental health officers to the extent that it has become the trademark of the profession. In South West Nigeria for instance, people call them *wole-wole* i.e. people who are well versed in inspection of houses. The emphasis on inspection of premises paid off in those days because there was drastic reduction in mortality and morbidity rates, the environment was beautiful and non-degraded.

Therefore, inspection of premises in environmental health practice is a fundamental oversight function of sanitarians. The overall purpose of this aspect of duties is to detect and abate nuisances with a view to promoting health, preventing diseases and death.

## **WHAT YOU WILL LEARN IN THIS COURSE**

This course guide explains what you should expect from reading the course material, what course materials you need and how to work with them.

In this course, you will learn about sanitary inspection of premises, types of premises, guidelines for all types of premises, tools for use during inspection of premises and procedure for enforcement of laws and regulations.

Tutor-marked assignments will also be given and are expected to be done by you. Finally, it is expected that the course will prepare you for the challenges you are likely to meet in the field of study of environmental health.

## **COURSE AIMS**

The aim of this course is to empower you with the needful skills in one of the prominent roles of an environmental health officer, i.e. inspection of premises (house to house inspection) for detection and abatement of nuisances. This is to promote clean and healthy environment for the populace, prevent sanitation related diseases, illnesses and injuries; thus, reduce poverty and increase life expectancy.

## **COURSE OBJECTIVES**

On successful completion of the course, you should be able to:

- define inspection, nuisance and setback
- define environmental health officer
- describe the types of premises
- differentiate between regulated and non-regulated premises
- enumerate the objectives and the purpose of sanitary inspection of premises
- list all the sanitary requirements of living premises
- acquire the skill of handling all essential tools for inspection of premises like private slaughterhouses, registration of food premises and pest/vector control outfit; schools, market, etc.
- write an environmental sanitation report
- discuss the processes involved in the enforcement of public health laws
- describe the general guidelines for report writing
- describe the roles of the federal ministry of environment, state ministry of environment/agencies in states, state ministry of health as well as local government authority responsible for sanitation matters
- discuss the strategies for sustaining sanitary inspection of premises.

## **WORKING THROUGH THIS COURSE**

This course has been carefully put together to ensure that adequate explanation and illustrations are made to enhance your better comprehension. You are therefore advised to spend quality time to study this course and ensure that you attend tutorial sessions where you can ask questions and share your knowledge with your course mates. Each unit contains tutor-marked assignments (TMAs). This course should take about 15 weeks to complete.

## **COURSE MATERIALS**

The main components of the course materials are:

- The Course Guide
- Study Units

## STUDY UNITS

This course is divided into 15 units discussed under 3 modules as given below:

### Module 1

- Unit 1 Basic Concepts, Definition and Types of Premises
- Unit 2 Justification, Sanitary Requirements and Checklist for Sanitary Inspection of Premises
- Unit 3 Guidelines for Routine Sanitary Inspection of Premises

### Module 2

- Unit 1 Guidelines for Appraisal of Food Premises
- Unit 2 Guidelines for Routine Inspection of Hotels and Food Premises
- Unit 3 Guidelines for Routine Inspection of Special Premises
- Unit 4 Inspection of Marketplaces, Recreational and Hospitality Facilities

### Module 3

- Unit 1 Tools for Inspection of Premises
- Unit 2 Abatement Notice, Complaint and Complaint Acknowledgment Forms
- Unit 3 Tools for Sanitary Inspection of Schools, Markets and Abattoirs
- Unit 4 Tools for Sanitary Inspection of Private Slaughterhouses, Registration of Food Premises, and Pest/Vector Control Outfit

### Module 4

- Unit 1 Environmental Sanitation Report
- Unit 2 Process of Enforcing Public Health Laws
- Unit 3 Institutional Roles
- Unit 4 Guidelines for Report Writing

Each unit consists of one or two weeks work and include an introduction, objectives, main content, reading materials, exercises, conclusion, summary, tutor-marked assignments, references and other resources. The various units direct you to work on exercises related to the required reading. In general, the exercises test you on the materials you have just covered or require you to apply it in a way that will assist you to evaluate your own progress and to reinforce your understanding

of the material. Alongside the TMAs, these exercises will help you to achieve the stated learning objectives of the individual units and course as a whole.

## **TEXTBOOKS AND REFERENCES**

You are advised to consult as many textbooks/journals/Internet sources, etc. contained at the end of every unit for your enrichment.

## **PRESENTATION SCHEDULE**

Your course materials have important dates for the early and timely completion and submission of your TMAs and attending tutorials. You are expected to submit all your assignments by the stipulated time and date and guard against falling behind in your work.

## **ASSESSMENT**

Part of the course assessment includes the tutor-marked assignments. In tackling the assignments, you are expected to use the information, knowledge and techniques gathered during the course. The assignments must be submitted to your facilitator for formal assessment in line with the deadlines stated in the presentation schedule and assignment file. The assignment that you submit to your tutor for assessment will count for 30% of your total course work. At the end of the course you will sit for a final end of course examination of about three hours. This examination will count for 70% of your total course mark.

## **TUTOR-MARKED ASSIGNMENT**

The TMA is a continuous component of your course. It accounts for 30% of the total score. You will be given for four TMAs to answer. Three of these must be answered before you are allowed to sit for the end of course examination. The TMAs will be given to you by your facilitator and returned after you have done the assignment. Assignment questions for the units in this course are contained in the assignment file. You will be able to complete your assignment from the information and material contained in your reading, references and study units. However, it is desirable in all levels of education to demonstrate that you have read and researched more into your references, which will give you a wider viewpoint of the subject.

Make sure that each assignment reaches your facilitator on or before the deadline given in the presentation schedule and assignment file. If for any reason you cannot complete your work on time, contact your facilitator before the assignment is due to discuss the possibility of an

extension. Extension will not be granted after the due date unless there are exceptional circumstances.

## FINAL EXAMINATION AND GRADING

The end of semester examination for EHS 306 will be for about 3 hours and it has a value of 70% of the total course work. The examination will consist of questions, which will reflect the type of tutor-marked assignments you have previously encountered. All areas of the course will be assessed, therefore, use the time between finishing the last unit and sitting for the examination to revise the whole course. You might find it useful to review your TMAs and comments on them before the examination. The end of course examination covers information from all parts of the course.

## COURSE MARKING SCHEME

Assignment	Marks
Assignments 1-4	Four assignments, best three marks of the four count 30% course marks.
End of course examination	70% of overall course marks
Total	100% of course materials

## COURSE OVERVIEW

The table indicates the units and the number of weeks required to complete them and the assignments.

Unit	Title of Work	Weeks Activity	Assessment (End of Unit)
	Course Guide	Week 1	
<b>Module 1</b>			
Unit 1	Basic Concepts, Definition and Types of Premises	Week 1	Assignment 1
Unit 2	Justification, Sanitary Requirements and Checklist for Sanitary Inspection of Premises.	Week 2	Assignment 2
Unit 3	Guidelines for Routine Sanitary Inspection	Week 3	Assignment 3

<b>Module 2</b>			
Unit 1	Guidelines for Appraisal of Food Premises	Week 4	Assignment 4
Unit 2	Guidelines for Routine Inspection of Hotels and Food Premises	Week 6	Assignment 5
Unit 3	Guidelines for Routine Inspection of Special Premises	Week 7	Assignment 6
Unit 4	Inspection of Marketplaces, Recreational and Hospitality Facilities	Week 8	Assignment 7
<b>Module 3</b>			
Unit 1	Tools for Inspection of Premises	Week 9	Assignment 8
Unit 2	Abatement Notice, Complaint and Complaint Acknowledgment Forms	Week 10	Assignment 9
Unit 3	Tools for Sanitary Inspection of Schools, Markets and Abattoirs	Week 11	Assignment 10
Unit 4	Tools for Sanitary Inspection of Private Slaughterhouses, Registration of Food Premises, and Pest/Vector Control Outfit	Week 11	Assignment 11
<b>Module 4</b>			
Unit 1	Environmental Sanitation Report	Week 12	Assignment 12
Unit 2	Process of Enforcing Public Health Laws	Week 13	Assignment 13
Unit 3	Institutional Roles	Week 14	Assignment 14
Unit 4	Guidelines for Report Writing	Week 15	Assignment 15

## **FACILITATORS/TUTORS AND TUTORIALS**

There are 15 hours of tutorials provided in support of this course. You will be notified of the dates, times and location of the tutorials as well as the name and the phone number of your facilitator, as soon as you are allocated a tutorial group.

Your facilitator will mark and comment on your assignments, keep a close watch on your progress and any difficulties you might face and provide assistance to you during the course. You are expected to mail your tutor-marked assignments to your facilitator before the schedule date (at least two working days are required). They will be marked by your tutor and returned to you as soon as possible.

Do not delay to contact your facilitator by telephone or e-mail if you need assistance.

The following might be circumstances in which you would find assistance necessary, hence you would have to contact your facilitator if:

- you do not understand any part of the study or the assigned readings
- you have difficulty with tutor-marked assignments
- you have a question or problem with an assignment or with the grading of an assignment.

You should endeavour to attend the tutorials. This is the only chance to have face to face contact with your course facilitator and to ask question which are answered instantly. You can raise any problem encountered in the course of your study.

To gain more benefit from course tutorials prepare a question list before attending them. You will learn a lot from participating actively in the discussions.

## **SUMMARY**

This course intends to provide you with the knowledge of sanitary inspection of premises as one of the core functions of an environmental health officer.

At the end of this course, you should be able to answer the following:

- define inspection, nuisance and setback
- define environmental health officer
- describe types of premises

- differentiate between regulated and non-regulated premises
- enumerate the objectives and the purposes of sanitary inspection of premises
- list all the sanitary requirements of living premises
- state when you will serve an abatement notice
- define an environmental sanitation report
- discuss the processes involved in enforcement of public health laws
- describe the general guidelines for report writing
- describe the roles of the federal ministry of environment, state ministry of environment/agencies in states, state ministry of health as well as local government authority responsible for sanitation matters
- mention the strategies for sustaining sanitary inspection of premises.

We wish you success in this course and hope that you will apply the knowledge gained to promote good sanitary practices in your environment.

Good luck.

**MAIN  
COURSE**

<b>CONTENTS</b>	<b>PAGE</b>
<b>Module 1</b> .....	<b>1</b>
Unit 1 Basic Concepts, Definition and Types of Premises	1
Unit 2 Justification, Sanitary Requirements and Checklist for Sanitary Inspection of Premises.....	6
Unit 3 Guidelines for Routine Sanitary Inspection of Premises.....	15
<b>Module 2</b> .....	<b>19</b>
Unit 1 Guidelines for Appraisal of Food Premises	19
Unit 2 Guidelines for Routine Inspection of Hotels and Food Premises .....	23
Unit 3 Guidelines for Routine Inspection of Special Premises .....	26
Unit 4 Inspection of Marketplaces, Recreational and Hospitality Facilities.....	29
<b>Module 3</b> .....	<b>34</b>
Unit 1 Tools for Inspection of Premises.....	34
Unit 2 Abatement Notice, Complaint and Complaint Acknowledgment Forms .....	46
Unit 3 Tools for Sanitary Inspection of Schools, Markets and Abattoirs.....	51
Unit 4 Tools for Sanitary Inspection of Private Slaughterhouses, Registration of Food Premises, and Pest/Vector Control Outfit.....	59
<b>Module 4</b> .....	<b>65</b>
Unit 1 Environmental Sanitation Report.....	65
Unit 2 Process of Enforcing Public Health Laws.....	72
Unit 3 Institutional Roles.....	79
Unit 4 Guidelines for Report Writing.....	83

## **MODULE 1**

- Unit 1 Basic Concepts, Definition and Types of Premises
- Unit 2 Justification, Sanitary Requirements and Checklist for Sanitary Inspection of Premises
- Unit 3 Guidelines for Routine Sanitary Inspection of Premises

### **UNIT 1 BASIC CONCEPTS, DEFINITION AND TYPES OF PREMISES**

#### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Background
  - 3.2 House
  - 3.3 Premises
    - 3.3.1 Regulated Premises
    - 3.3.2 Non-Regulated Premises
  - 3.4 Inspection
  - 3.5 'Approach'
  - 3.6 Setback and Airspace
  - 3.7 Nuisance
  - 3.8 Public Health Laws
  - 3.9 Environmental Health Officer
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

#### **1.0 INTRODUCTION**

The inspection of premises has been the traditional duty of environmental health officers to the extent that it has become the trademark of the profession. In South West Nigeria for instance, people call them *wole-wole*, i.e. people who are well versed in the inspection of houses. The emphasis on inspection of premises paid off in those days because there was drastic reduction in mortality and morbidity rates, the environment was beautiful and non-degraded.

Therefore, inspection of premises in environmental health practice is a fundamental oversight function of sanitarians. The overall purpose of this aspect of duties is to detect and abate nuisances with a view to promote health, prevent diseases and death.

In environmental health practice, the word ‘premises’ is used to describe passage, building, land, tenement, vehicle, van, ship or vessel and aircraft in any port or on any inland waters used or intended for use by man. In this unit, you will learn some concepts, definitions and other terminologies that are used in the course of sanitary inspection of premises.

## **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- define inspection, nuisance and setback
- define environmental health officer
- describe types of premises
- differentiate between regulated and non-regulated premises.

## **3.0 MAIN CONTENT**

### **3.1 Background**

The environment plays a major role in the health and well-being of the individual. In developing countries, the major causes of morbidity and mortality are traceable to factors arising from poor environmental sanitation. Poor housing, coupled with rapid increase in population in the urban and rural centres have encouraged the occurrence of various environmental health hazards including, overcrowding in living accommodations, inadequate water supply, poor solid waste management and indiscriminate disposal of faeces. In some instances, reared animals co-habit the already overcrowded living accommodations with humans, thus promoting the spread of zoonotic infections.

### **3.2 House**

A house can be defined as a man made physical structure which is designed to meet specific purposes of man and which contributes to his healthy existence. A house could be residential, office (a place of work), shopping centre, or factory depending on the needs for which it is intended (WAHEB, 1991). A house can also be defined as a building, a home, a shelter and/or refuge which was constructed by man that may serve as living quarters for one or more families, as an industry, factory, office, place of work or business of any sort which contributes to his/her physical and social well-being.

### **3.3 Premises**

The word premises is used to describe passage, building, land, tenement, vehicle, van, ship or vessel and aircraft in any port or on any inland waters used or intended for use by man and includes:

- i. A dwelling-house or a building within the courtyard of a dwelling house, building, land, tenement, hotel, school, recreational facility, factory, vehicle, van, and ship or vessel in any port or on any inland waters.
- ii. A ground immediately outside any dwelling-house or any building within the courtyard of a dwelling house or a compound.

#### **3.3.1 Regulated Premises**

Regulated premises means and includes but not limited to bake-house (bakery), hotel, corn and rice-mill, aerated water factory, office, dairy, eating-house (eateries), food-preparing and food-preserving establishment, hospital, school, discotheque, park, garden, beaches, stadium, manufacturing factory, etc. and include those land, tenement, hotel, school, recreational facility, factory, abattoir, vehicle, van, and ship or vessel in any port or on any inland waters or a ground immediately outside any dwelling-house or any building within the courtyard of a dwelling house or a compound.

#### **3.3.2 Non-Regulated Premises**

Non-regulated premises are referred to as residential houses.

### **3.4 Inspection**

An inspection means the act of looking closely at something/somebody, especially to check that everything is satisfactory or to carry out an examination of something/somebody.

*Routine Inspection* is the day-to-day regular premises inspection while *Incidental or Special inspection* of premises is usually necessitated by a complaint or other reasons.

### **3.5 ‘Approach’**

The “approach” to a building for residential purpose includes the access, building line, setback and drainage system.

### **3.6 Setback and Airspace**

Setback is used to describe the distance between the building line and the frontage fence wall and is usually not less than six metres, while the distance between a building and its side and back boundaries or adjoining plot is usually not less than 3 metres. It is also important to know that the distance between the public drain (external drain) to the building is usually not less than 1.2 metres.

### **3.7 Nuisance**

A nuisance is any act, omission, place or thing which is or may be dangerous to life or injurious to health or property. It also refers to any premises on which servant or workmen are employed and suitable/adequate sanitary conveniences are not provided is also a nuisance.

You will learn about specific statutory nuisances under the public health laws in the course of your study.

### **3.8 Public Health Laws**

Public health laws are those rules and regulations intended to guide peoples' behaviour. They are laid down in a given area by the authority and are enforced in the area by the authority to prevent the spread of diseases, to prolong life and promote physical, mental and social well-being of man.

### **3.9 Environmental Health Officer**

An environmental health officer is a professional who has undergone the prescribed training for environmental health officers in an accredited training institution (e.g. university, monotechnic) and is duly registered or licensed to practice the profession within his state or country. In Nigeria, such a person must be registered with the Environmental Health Officers Registration Council of Nigeria (EHORECON) in line with Act 11, of 2002.

## **4.0 CONCLUSION**

Sanitary inspection of premises in environmental health practice is a fundamental oversight function of sanitarians. The overall purpose of this aspect of duties is to detect nuisances and abate them. There are different types of premises, i.e. regulated and non-regulated. Every premises must have its own approach and setback.

## 5.0 SUMMARY

In this unit, you have been introduced to the meaning of premises, inspection, setback, nuisance, environmental health officer and the differences between regulated and non-regulated premises.

## 6.0 TUTOR-MARKED ASSIGNMENT

1. Describe the following terms:
  - a. Setback
  - b. Nuisance
  - c. Premises
2. Differentiate between regulated and non-regulated premises.

## 7.0 REFERENCES/FURTHER READING

Gemson, G.S. (2006). *Concise Public Health Laws and History for Developed Countries*. Takum, Taraba State: Sani Printing Press.

International Year of Sanitation — Action Plan for Nigeria.

John, D. C. & Steven, C.H. (1992). *Environmental Problems/Behavioural Solution*. California: Brooks/Coles.

La Fond, A. (1991). *Sustaining Primary Health Care*. London: Earthscan.

Oluwagbemi, B. F. (2003). *Themes and Issues in Occupational Health and Safety*. Ibadan: Hure Prints.

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Raymond, S.M. (1995). *Economic Development and the Environment*. Mandell GID.

Robin, C., John, G. & Warren, M.L. (1991). *Law, Policy and the Environment*. Wales: Basil Blackwell.

Simpson, M. & Ovid, S. (Eds). *Sanitation Promotion*.

Unuraye, L.O. & Olojoba, A.O. (2005). *Occupational Safety and Environmental Health Management*. Ughelli, Delta State: Amaohor Printing Press.

## **UNIT 2 JUSTIFICATION, SANITARY REQUIREMENTS AND CHECKLIST FOR SANITARY INSPECTION OF PREMISES**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Purposes and Objectives of Premises Inspection
  - 3.2 Sanitary Requirement of Living Premises
  - 3.3 Checklist for Sanitary Inspection of Premises (Form E. S. 1)
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

Premises that are usually encountered by field environmental health officers include but are not limited to: residential premises, food premises, hotels, offices, industries, business centre, hospitals, clinics, markets, slaughter houses. In carrying out sanitary inspection of premises, The Policy Guidelines on Sanitary Inspection of Premises was developed by the Federal Ministry of Environment, Abuja January, 2005. The above statements underscore the importance of sanitary inspection of premises by sanitarians.

In this unit, we shall be looking at the objectives of sanitary inspection of premises. You will also learn the basic requirements of a sanitary living premises as well as the checklist to be used for such inspection.

### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- enumerate the objectives as well as the purpose of sanitary inspection of premises
- list all the sanitary requirements of living premises
- complete a sample tool/checklist for inspection of living premises.

### **3.0 MAIN CONTENT**

#### **3.1 Purposes and Objectives of Premises Inspection**

The National Council on Health during its meeting in Jos in 1991 recommended that all states in the federation should re-introduce house to house inspection (sanitary inspection of premises) in all local government areas as a means of raising the level of environmental sanitation in Nigeria. This was based on the recognition of the vital roles played by sanitary inspectors in ensuring general cleanliness in homes and communities during the colonial and immediate post-independence era. The call by the National Council on Health was further reinforced by the National Council on Environment, which also recommended during its meetings in Kano and Ilorin in September 2000 and December 2003 respectively, the re-introduction of house to house sanitary inspection in all the local government areas of the federation.

##### **General purpose**

- To detect and abate all nuisances.
- To conform to byelaws particularly health regulations and prevention of overcrowding.
- To improve standard by having approved plans before buildings are constructed.
- To allocate social amenities.

##### **Objectives**

- To strengthen sanitary inspection of premises (house to house inspection) for detection and abatement of nuisances.
- To promote clean and healthy environment for the populace.
- To prevent sanitation related diseases, illness and injuries thus reduce poverty and increase life expectancy.

The type of building usually determines the type of material for construction and the facilities to be provided. Houses that serve as shelter for human beings (living premises), a place for relaxation, are often constructed of durable materials. For every building, a file is to be opened by the environmental health officer who oversees the area in which the building is located. The officer should endeavour to duly complete for such premises Form E.S.1 (see sample below). The approved building plan of such premises should also be included in the file as page 1, while Form E.S.1 becomes page 2.

## **3.2 Sanitary Requirement of Living Premises**

### **a. Rooms**

The living room shall have not less than 12 square metres of floor area, an average height of not less than 2.7metres and width of not less than 2.4metres.

### **b. Lighting**

Rooms shall be well lit.

### **c. Ventilation**

Every living room shall contain at least one window in one wall opening directly to the external air. The total area of the window or windows in any one room clear of the frames shall be equal to at least one-eighth of the floor area of the room.

In addition, every room must have provision for cross ventilation in the form of either a second window or large ventilator in one of the other walls and this may open to an internal corridor if the latter is not ventilated at both ends.

Properties shall not be kept in the room in such a manner as to obstruct the free flow of fresh air.

### **d. Bathroom accommodation**

Adequate numbers of bathroom accommodation of not less than 1.5 square metres shall be provided for the occupiers of the building.

### **e. Kitchen**

A kitchen of not less than 2.0 square metres of floor area shall be provided. The number of kitchens shall depend on the number of households in the building.

### **f. Water supply**

Adequate water shall be provided for the use of occupants. The source of water supply shall be safe in quality and adequate in quantity. The source shall not be less than 30 metres away from any source of possible contamination.

*The Environmental Sanitation Authority shall ensure the regular monitoring of drinking water quality in its area of jurisdiction.*

*It shall inspect regularly and register all water points from where water is collected for sale to the public.*

*All water tankers used to convey water within its area of jurisdiction shall be registered with the Sanitation Authority. The water tanker owner shall ensure that such a tanker conforms to the standard requirement of the relevant authority.*

*The owner of a borehole or other water points shall apply to the Sanitation Authority having jurisdiction in that area for registration of the water point from where water shall be sold to the public. The environmental health officer shall inspect the location, collect samples of the water and send same for analysis in a government laboratory. Where no such laboratory exists in the area, a registered private laboratory may be used. The owner of the premises shall pay the cost of such analysis.*

*The water so tested shall conform to the National Standard for Drinking Water Quality. The water point conforming to the required standard shall be licensed. Such a license shall be renewed every year. The water point shall be regularly monitored to ensure that high standard is maintained.*

**f. Refuse disposal**

Every household shall provide a covered bin or other receptacle into which household refuse is placed. *Sheltered refuse collection points shall be provided in houses with more than four (4) floors.*

**g. Excreta disposal**

Every house shall have suitable and adequate numbers of sanitary latrines/toilets. This shall be built of hygienic, easy to clean materials, accessible and designed to minimise the proliferation/harbourage of disease vectors.

*The latrine/toilet shall provide adequate privacy for users. The latrine/toilet shall be located to avoid potential contamination of water sources and surface soil. There shall be no handling of fresh faeces.*

The following minimum number of latrines/toilets to the number of persons indicated below shall be accepted as ideal:

1	-	10 persons	1 toilet
11	-	20 persons	2 toilets
21	-	40 persons	3 toilets
50	-	75 persons	4 toilets
75	-	100 persons	5 toilets

*Over 100 persons, one toilet to every additional 30 persons.*

### 3.3 Checklist for Sanitary Inspection of Premises (Form E. S. 1)

A checklist for use in the course of sanitary inspection of premises (house to house inspection has been developed by the Federal Ministry of Environment. It is referred to as **Form E.S. 1**.

Form E.S.1 is now an approved tool to be carried along by sanitarian while conducting inspection of living premises. The form is to be duly completed, coded appropriately and signed accordingly. Such forms are to be analysed weekly or monthly as the case may be to collect data that can later be used to generate tables, frequencies, bar charts, etc. that would depict status or trends in sanitary conditions of premises in a particular areas or community.

An example of **Form E.S.1** is presented below.

**FEDERAL REPUBLIC OF NIGERIA  
SANITARY INSPECTION OF PREMISES FORM (APPRAISAL)**

PREMISES NO.....STREET.....  
 VILLAGE ..... WARD.....  
 L GA.....STATE .....

NAME OF OWNER .....

ADDRESS OF OWNER .....

**CODE AS APPROPRIATE**

.....

1. **EXISTING HOUSE DESCRIPTION**

Type of Premises	<input type="checkbox"/>	.....
------------------	--------------------------	-------

2. **BUILDING PLAN**

(a) approved	<input type="checkbox"/>	Occupant Permit
(b) not approved	<input type="checkbox"/>	
		No.....

3. **APPROACH**

a) Access road into premises		.....
b) Conform to building line requirement	<input type="checkbox"/>	
c) Setback/air space requirement	<input type="checkbox"/>	
d) Pedestrians right of way	<input type="checkbox"/>	

- e) Any shops or other construction blocking pedestrians right of way
  - f) Drainage
  - g) Overgrown weeds on sides of premises
4. **AREA BUILT UPON**
- (a) Residential 50% area of site
  - (b) Commercial premises 75%
5. **INTERNAL INSPECTION ROOMS**
- a) Living rooms not less than 12sqm of floor area  
Average height of 2.7 meters and width of 2.4 meters
  - (b) Ventilation
    - i One window at least open directly to the external air
    - ii. Total area of window clear the frame not less than 1/8 of the floor area
    - iii. Provision of 2<sup>nd</sup> window available or ventilator
    - iv. Properties blocking ventilation in room
6. **WATER SUPPLY**
- (a) Not less than 30 meters away from Possible contamination
  - (b) Water supply source;
  - (c) Is it adequate?
  - (d) Is it functional?
7. **TOILET FACILITY**
- (a) It is provided?
  - (b) Type of such facilities
  - (c) No such facilities
8. **KITCHEN**
- a. Kitchen of not less than 2.0 sq. mtrs
  - b. Is it provided?
  - c. Is it adequate?
  - d. Is the location within?
9. **BATHROOM ACCOMMODATION**
- a. Kitchen of not less than 1.5 sq. mtrs
  - b. Is it provided?
  - c. Is it adequate?
  - d. Is the location within?

10. **REFUSE DISPOSAL**
- a. Is dustbin on premises?
  - b. Sheltered refuse collection point in multi occupancy house
  - c. No of such dust bin
  - d. Is it adequate?
  - e. Is it sanitary?
  - f. Who provides collection service?
  - g. How often is collection done?
11. **TRADE CARRIED OUT IN THE PREMISES**
- a. Permit authorising such trade in the premises
  - b. Availability of Permit No
  - c. Has permit expired?
12. **DRAINAGE**
- a. It is provided?
  - b. Is it flowing freely?
  - c. Is wall broken/cracked?
  - d. Is gradient adequate?
13. **GENERAL SURROUNDING**
- a. Evidence of overcrowding
  - b. Evidence of pest infestation
  - c. Evidence of overgrown weeds

*Environmental Health Officer/Date*

*HOD/Date*

**CODES TO BE USED**

- 1. Estate
- 2. Bungalow
- 3. Duplex
- 4. Block of flats
- 5. Single rooms occupation
- 6. Multi-occupation
- 7. Satisfactory
- 8. Not satisfactory
- 9. Adequate
- 10. Inadequate
- 11. Functional
- 12. Non functional
- 13. Sanitary
- 14. Insanitary
- 15. Provided
- 16. Not provided
- 17. Accumulation of articles/properties

18. No accumulation of articles/properties
19. Clean
20. Dirty
21. Broken
22. Not broken
23. Crack
24. Not cracked
25. Conformity
26. Not conformity
27. Flowing
28. Not flowing
29. Available
30. Not available
31. Dampness
32. No dampness
33. Leakage
34. No leakage
35. Infested
36. Not infested
37. Overcrowded
38. Not overcrowded
39. Overgrown weed
40. Trimmed weed
41. Located within
42. Not located within
43. Public mains
44. Borehole
45. Sanitary well
46. Rain water harvested
47. Water vendor
48. Stream/River
49. Samples taken
50. Samples not taken
51. Expired
52. Not expired
53. Flowing
54. Not flowing
55. Daily
56. Weekly
57. Bi-weekly
58. Monthly
59. Not at all
60. Water clock
61. Pour flush
62. VIPL
63. Traditional pit latrine

64. No toilet
65. Refuse sheltered
66. Refuse not sheltered
67. Government
68. Private
69. Permit issued
70. Permit not issued

#### **4.0 CONCLUSION**

Sanitary inspection of premises is a fundamental oversight function of an environmental health officer. Some of the reasons for this type of inspection are to detect and abate nuisances with a view to promote clean and healthy environment for the populace. It also aimed at preventing sanitation related diseases, illness, injuries and even death.

#### **5.0 SUMMARY**

In this unit, you learnt the objectives as well as the purpose of sanitary inspection of premises. You also learnt sanitary requirements of living premises and the essential tools for use during house to house inspection.

#### **6.0 TUTOR-MARKED ASSIGNMENT**

1. What are the objectives of sanitary inspection of premises?
2. Enumerate all the basic sanitary requirements of living premises.

#### **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

Simpson, S. & Ovid, S. (Eds). *Sanitation Promotion*.

## **UNIT 3      GUIDELINES FOR ROUTINE SANITARY INSPECTION OF PREMISES**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objective
- 3.0 Main Content
  - 3.1 External Inspection
  - 3.2 Internal Inspection
  - 3.3 Toilet Accommodation
  - 3.4 Bathroom Accommodation
  - 3.5 Kitchen
  - 3.6 Water Supply
  - 3.7 Refuse Disposal
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

In unit 2, we learnt the objectives and the tools to use for sanitary inspection of premises. In this unit, we will now look at the professional guidelines for Routine Sanitary Inspection of Premises (RSIP).

### **2.0 OBJECTIVE**

At the end of this unit, you should be able to:

- systematically explain the procedure of routine sanitary inspection of premises.

### **3.0 MAIN CONTENT**

When an environmental health officer visits any premises for inspection, the first thing he does is to present his identity card and introduce himself to the owner or occupier of the premises and inform him/her about his mission. After this, the inspection of the premises commences. The procedure for routine sanitary inspection of premises is systematic, beginning as follows:

#### **3.1 External Inspection**

The environmental health officer shall examine the *general environmental sanitation of the premises* and check for:

- over-grown weeds, which may harbour reptiles, rats and other vermin of public health importance
- tall trees which may be prejudicial to the health of the inhabitants
- derelict and disused materials like cars, tyres, damaged furniture, etc. capable of harbouring rodents and other vermin in or around the premises including adjoining streets
- stagnant water and other water bearing plants or other receptacles capable of breeding mosquitoes
- dangerous excavations within the premises, including defective septic tanks.
- type, nature and condition of the roof
- evidence that the exterior wall has been painted within the last five years.

### **3.2 Internal Inspection**

#### **The floor**

Check for:

- i. Cleanliness of the floor and look out for broken or cracked floor
- ii. Evidence of rat infestation (rat holes, runs and droppings)
- iii. Evidence of dampness.

#### **Walls**

Check for:

- i Dilapidated walls
- ii. Cracks liable to harbour vermin
- iii. Evidence of dampness on the walls.

#### **Ceiling**

Check for:

- Cleanliness and presence of cobwebs
- Sagging of the ceiling and evidence of leaking roof.

#### **Passage**

Check for:

- Objects that are likely to obstruct free movement along the passage
- Adequate lighting.

#### **Rooms**

Check for:

- Evidence of overcrowding; there shall be a maximum of two adults and two children not older than 10 years old in each room
- Adequate lighting.

## **Ventilation**

Check for:

- i. Properties kept in the room in such a manner as to obstruct the free flow of fresh air
- ii. Type and adequacy of ventilation.

### **3.3 Toilet Accommodation**

Check for:

- i. Evidence of crack on walls and floors
- ii. Adequacy of ventilation
- iii. Evidence of pest infestation (rat runs, droppings, etc.)
- iv. Adequacy of drainage system
- v. Evidence of cleanliness and absence of obnoxious odour
- vi. Evidence of leakage pipe
- vii. Evidence of functionality.

### **3.4 Bathroom Accommodation**

Check for:

- i. Evidence of broken soil drain pipes
- ii. Adequacy of ventilation
- iii. Evidence of broken floor and walls
- iv. Adequacy of drainage system.

### **3.5 Kitchen**

Check for:

- a. Evidence of tidiness and cleanliness
- b. Adequacy of ventilation
- c. Evidence of rat and pest infestation
- d. Adequacy of lighting
- e. Evidence of cracked walls and defective floor
- f. Evidence of smoke nuisance.

### **3.6 Water supply**

Check for:

- i. Source of water supply
- ii. Adequacy of water
- iii. Quality of water
- iv. Potential source of contamination
- v. Adequacy of water containers
- vi. Possible leakages
- vii. Evidence of good waste water drainage system.

### **3.7 Refuse Disposal**

Check for:

- i. Availability of sanitary dustbin
- ii. Evidence of rat and pest infestation around dustbin
- iii. Evidence of spillage of waste.

### **3.8 Excreta Disposal**

Check for:

- i. Evidence of pipe leakage
- ii. Evidence of overfilled septic tanks leading to spillage
- iii. Evidence of cracks on septic tank VIPL
- iv. Presence of ventilating pipes/opening
- v. Distance to source of water
- vi. Evidence of odour nuisance and flies infestation.

### **4.0 CONCLUSION**

In this unit you learn the systematic procedure for sanitary inspection of premises, especially what to look for at every stage of inspection.

### **5.0 SUMMARY**

In sanitary inspection of premises, there is need to follow an approved protocol. This begins with self identification followed by external and internal inspection of the premises in question. You need to master all the key areas that would require your attention during such inspection. In the next unit, we will look at the guidelines for appraisal of food premises.

### **6.0 TUTOR-MARKED ASSIGNMENT**

Enumerate in order, how you will carry out sanitary inspection of the house you live.

### **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

Simpson, M. & Ovid, S. *Sanitation Promotion*.

## **MODULE 2**

Unit 1	Guidelines for Appraisal of Food Premises
Unit 2	Guidelines for Routine Inspection of Hotels and Food Premises
Unit 3	Guidelines for Routine Inspection of Special Premises
Unit 4	Inspection of Marketplaces, Recreational and Hospitality Facilities

### **UNIT 1 GUIDELINES FOR APPRAISAL OF FOOD PREMISES**

#### **CONTENTS**

1.0	Introduction
2.0	Objective
3.0	Main Content
3.1	Layout
3.2	Floors
3.3	Walls
3.4	Doors and Windows
3.5	Ceiling
3.6	Lighting
3.7	Ventilation
3.8	Sanitary Conveniences
3.9	Cloakrooms
3.10	Tables and other Equipment
3.11	Sinks/Wash Hand Basins
3.12	Waste Disposal
4.0	Conclusion
5.0	Summary
6.0	Tutor-Marked Assignment
7.0	References/Further Reading

#### **1.0 INTRODUCTION**

In unit 3 of the first module, we looked at the guidelines for routine sanitary inspection of premises. In this unit we will examine the guidelines for use when carrying out inspection of food premises.

#### **2.0 OBJECTIVE**

At the end of this unit, you should be able to:

- enumerate the guidelines for inspection of food premises.

### **3.0 MAIN CONTENT**

A food premises is any place where food is produced either in its natural form, stored, served, preserved or prepared, exposed for sale or served for human consumption.

All premises to be used for preparation and sale of food to the public shall be registered with the environmental sanitation authority in charge of the area. It shall not be registered until it has been inspected and approved by an environmental health officer. The approval is subject to the satisfactory evidence of food handlers' test by all relevant staff.

#### **3.1 Layout**

The premises shall be laid out in a manner that complies with the building regulations.

#### **3.2 Floors**

Floors shall be made of durable non-slippery material and shall also be impervious to water. There shall be no breaks or cracks on the floor and shall be easily cleaned.

#### **3.3 Walls**

All wall surfaces shall be finished with a smooth impervious substance that shall be easily cleaned. Facilities such as sinks shall be fixed away from the wall so that the whole surface is washable.

#### **3.4 Doors and Windows**

All doors and windows shall be screened with suitable netting to exclude flies and insects.

#### **3.5 Ceiling**

The premises shall be provided with a proper ceiling.

#### **3.6 Lighting**

Natural lighting is best. Where artificial lighting is essential, it shall be fixed in such a manner that preparation benches and sinks shall be well lit. Lighting shall be evenly distributed over the whole kitchen.

### **3.7 Ventilation**

Good natural ventilation is desirable but mechanical extraction of air is required in all large kitchens, particularly in the heating sections. All windows, doors and other opening to the external air shall be screened with suitable netting to ensure that flies and other vermin do not gain access into the premises.

### **3.8 Sanitary Conveniences**

- Provision shall be made for adequate potable water supply to the premises.
- Toilets shall be conveniently sited for the staff as well as for customers. They shall not open directly into food preparation rooms.
- Food handlers and customers shall have facilities to wash their hands after visiting the toilet.
- Wash hand basins shall be sited within the toilet and also in the cloakroom if the staff is large in number.
- Paper towels, continuous roller towels or hot air hand dryers shall be used for drying the hands in large food establishments.

### **3.9 Cloakrooms**

Different cloakrooms shall be provided for each sex. There shall be facilities for resting and washing in such cloakrooms.

### **3.10 Tables and other Equipment**

- Surface materials shall be impervious without cracks or joints.
- Hard wood for chopping boards shall be in one piece.
- Separate surfaces in different sections of the kitchen shall be kept for raw and cooked food.

### **3.11 Sinks/Wash Hand Basins**

- Stainless steel sinks in sufficient numbers are required for the work of the kitchen.
- There shall be separate sinks for the preparation of vegetables, meat and fish and also for the washing of utensils and equipment.
- Adequate numbers of sinks/wash hand basins shall be provided in the eating area for use by customers.

### **3.12 Waste Disposal**

- Bins with tight fitting lids, raised above a concrete stone or other hard floor shall be provided and sited preferably in a covered area.
- Ample and suitable space shall be available outside the kitchen for bins, or refuse sacks awaiting collection.
- All bins shall be frequently cleaned out with a detergent solution.

### **4.0 CONCLUSION**

Apart from other considerations, there are 12 key points to be considered when carrying out inspection of food premises. These are referred to as guidelines.

### **5.0 SUMMARY**

Inspection of food premises requires a procedure. A professional guideline for such inspection is also provided for use. These guidelines are critical to achieving the desired results of inspection in food premises.

### **6.0 TUTOR-MARKED ASSIGNMENT**

Explain the general guidelines for the inspection of food premises.

### **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

Simpson, M. & Ovid, S. *Sanitation Promotion*.

## **UNIT 2      GUIDELINES FOR ROUTINE INSPECTION OF HOTELS AND FOOD PREMISES**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objective
- 3.0 Main Content
  - 3.1 Guidelines for Hotels and Food Premises in Nigeria
  - 3.2 Health Provisions in Business and Industrial Premises
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

In this unit, we will learn general guidelines for routine inspection of hotels which also have, within it, restaurants or food premises.

### **2.0 OBJECTIVE**

At the end of this unit, you should be able to:

- describe the general guidelines for routine inspection of hotels and food premises.

### **3.0 MAIN CONTENT**

#### **3.1 Guidelines for Hotels and Food Premises in Nigeria**

The guidelines or specifications for routine inspection of premises, i.e. residential houses, hotel, food premises, restaurants, industries, hospitals, etc. are versatile, collapsible, and are convertible with at times slight skillful modifications to suit a particular premises or situations.

For instance, the following guidelines are specified for hotels and food premises in Nigeria:

- ✓ The Federal Ministry of Environment in collaboration with the Federal Ministry of Culture and Tourism, and the hotel sector, shall develop minimum hygiene standards for hotels, restaurants and other public eateries.
- ✓ Every hotel operating in the country shall be inspected at least once every six months. The sanitary record of such a hotel/food premises shall determine if a more frequent inspection is necessary.

- ✓ The sanitation authority of the local government shall inspect all hotels and other premises including restaurants, eateries and “bukaterias” in its area of jurisdiction.
- ✓ Where conditions in such food premises are not up to standard, sanctions including prosecution shall be undertaken.
- ✓ Where a hotel at the end of the year has maintained a very high standard of sanitation and hygiene, the inspection authority which carried out such an inspection shall issue a “Certificate of Hygiene” stating that such a hotel has so maintained a high standard of hygiene for the previous year and such a certificate shall be displayed in the hotel lobby.

### **3.2 Health Provisions in Business and Industrial Premises**

The environment plays a major role in the health and well-being of the individual. Very often, small and large scale business premises and industries including offensive trades are located within residential areas in towns and villages. Many of these business premises or industries are generating various types of wastes that are not environmental friendly.

Public Health Law and Bye-Law made provisions for Health in Business and Industrial Premises. Part II of the Public Health Law of Ondo State, Nigeria - of 1st August 1957 for example, listed out what constitute nuisances in residential, industrial and business premises. The intension of the law is to safeguard and promote health of workers in workplace and protect the environment as a whole.

For instance, Section 1c of Part II of the Public Health Law states that: “any premises certified by the health officer to be so overcrowded as to be injurious or dangerous to the health of the inmates” is a nuisance. In another instance, section in of the same Public Health Laws states that any act, omission, place or thing which is or may be dangerous to life, or injurious to health or property. There are other provisions like that. Most of the provisions are composite and are embedded with deductive extrapolations to take care of the health of man and his immediate and distant environment.

## **4.0 CONCLUSION**

In this unit, you learnt general guidelines specified for hotels and food premises in Nigeria as well as health provision in business and industrial premises. In the subsequent unit, you will be introduced to the exact tool or checklist that will guide you as to what you need to do when carrying out inspection of hotels or food premises.

## **5.0 SUMMARY**

Guidelines for Hotels and Food Premises in Nigeria as well as Health Provision in Business and Industrial Premises were developed by the Federal Ministry of Environment. The tools for use in the course of inspection are also provided in the course of this course.

## **6.0 TUTOR-MARKED ASSIGNMENT**

List the guidelines for hotels and food premises in Nigeria.

## **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

International Year of Sanitation — Action Plan for Nigeria.

*Public Health Laws and Bye-Laws* (January 1943). Ondo State Nigeria.

Raymond, S.M. (1995). *Economic Development and the Environment*. Mandell GID.

Simpson, M. & Ovid, S. (Eds). *Sanitation Promotion*.

## **UNIT 3      GUIDELINES FOR ROUTINE INSPECTION OF SPECIAL PREMISES**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objective
- 3.0 Main Content
  - 3.1 Guidelines for Routine Inspection of Special Premises (Military, Police, etc.)
  - 3.2 Prison Yards
  - 3.3 Hospitals and Diagnostic Centres
  - 3.4 Other Public Places
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

This unit focuses on general provisions or guidelines for use during routine inspection of special premises in the military, paramilitary, police, hospitals, prison yard and similar public places.

### **2.0 OBJECTIVE**

At the end of this unit, you should be able to:

- explain what an environmental health officer is to check for during routine inspection of prison yards, hospital, police barrack and similar special premises.

### **3.0 MAIN CONTENT**

#### **3.1 Guidelines for Routine Inspection of Special Premises (Military, Police, etc.)**

Generally, check for:

- i. Adequacy of toilet facilities
- ii. Adequacy of refuse management facilities
- iii. Overgrown weeds
- iv. Adequacy of room occupancy
- v. Evidence of good drainage system
- vi. Provision of adequate potable water

- vii. Evidence of overhanging structures
- viii. Evidence of defective structures (fence, etc.)
- ix. Evidence of rat and pest infestation

### **3.2 Prison Yards**

Check for:

- i. Evidence of overcrowding
- ii. Evidence of lice, bedbug, etc. infestation
- iii. Evidence of pest and rodent infestation
- iv. Evidence of overgrown weeds
- v. Adequacy of water supply
- vi. Adequacy of toilet facilities
- vii. Adequacy of the drainage system
- viii. Adequacy of waste disposal facilities

### **3.3 Hospitals and Diagnostic Centres**

Check for:

- i. Provision of sanitary dustbin
- ii. Adequacy of hazardous and domestic wastes management facilities
- iii. Evidence of compliance with adopted colour code
- iv. Adequacy of the drainage system
- v. Adequacy of toilet facilities
- vi. Adequacy of water supply
- vii. Evidence of cleanliness and tidiness.

### **3.4 Other Public Places**

Recreational Centres, Offices, Stadia, Places of Worship, Motor Parks, etc.

Check for:

- a. Adequacy of toilet facilities
- b. Adequacy of refuse management facilities
- c. Overgrown weeds
- d. Evidence of good drainage system
- e. Provision of adequate potable water
- f. Evidence of overhanging structures
- g. Evidence of defective structures (fence, etc.)
- h. Evidence of rat and pest infestation
- i. Evidence of cleanliness and tidiness.

## **4.0 CONCLUSION**

This unit examines guidelines for routine inspection of prison yards, hospital, police barrack and similar special premises.

## **5.0 SUMMARY**

There are different guidelines for routine inspection of prison yards, hospital, police barrack and similar special premises.

## **6.0 TUTOR-MARKED ASSIGNMENT**

List the general guidelines for routine inspection of:

- i. Prison yards
- ii. Hospital
- iii. Police barrack.

## **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

International Year of Sanitation — Action Plan for Nigeria.

*Public Health Laws and Bye-Laws* (January 1943). Ondo State Nigeria.

Raymond, S.M. (1995). *Economic Development and the Environment*. Mandell GID.

Simpson, M. & Ovid, S. (Eds). Sanitation Promotion

## **UNIT 4 INSPECTION OF MARKET PLACES, RECREATIONAL AND HOSPITALITY FACILITIES**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 The Concept of Marketplaces
    - 3.1.1 Procedure for Routine Market Inspection
  - 3.2 The Concept of Recreational Facilities
    - 3.2.1 Procedure for Technical Inspection of Recreational Facilities
  - 3.3 The Concept of Hospitality Facilities
    - 3.3.1 Procedure for Technical Inspection of Hospitality Facilities
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

Markets occupy an important position in our lives particularly the women folks. Markets usually attract large gathering of buyers, sellers and especially pre-school children who have accompanied their mothers to markets. The interaction between buyers and sellers in markets provide opportunities for the spread of communicable diseases with considerable potential to become endemic and graduate to epidemic dimensions.

Equally, the importance of recreational facilities cannot be over-emphasised. Exercise is the oldest single approach to physical health, mental and social well-being of man.

Also, we cannot remove the influence and impact of hospitalities like hotels on human lives. Job mobility, economic, social activities and tourism have made hotel services to become compulsory for many people; hence, the need to inspect these facilities occasionally.

## **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- explain the procedure for routine market inspection
- describe the techniques for routine inspection of recreational and hospitality facilities.

## **3.0 MAIN CONTENT**

### **3.1 The Concept of Marketplaces**

Markets are places where we buy and sell. They are age-long institutions. We have traditional and modern markets, they hold on daily basis or periodically on specific days. In terms of impact on the environment, markets in Nigeria may be classified as small, medium and large. Small markets usually serve local communities. They are usually easy to keep clean at the end of the day's transaction.

Medium markets, on the other hand serve large communities and interactions and generation of wastes are more pronounced. Cleaning is not very easy in medium sized markets at it is in small markets.

Large markets are usually central and vast with stalls and open places for transactions. Large markets promote intra/inter township, states and in some cases national trading. Adequate provision of sanitary facilities is required in markets irrespective of size.

#### **3.1.1 Procedure for Routine Market Inspection**

Routine market inspection shall be scheduled and the opportunity used to educate the traders on market sanitation and hygiene during a general post inspection debriefing. By so doing, you are implementing environmental health facilities in the market.

On visiting a market, you will introduce yourself and present your identity card to the market manager or the head of market who will pilot or accompany you during the inspection. The involvement of the market representatives in the inspection process and the general debriefing shall promote the principles of involvement and participation.

Using the market sanitation inspection form, all deficiencies or nuisances found in and around the marketplace are noted. At the conclusion of the inspection, the findings shall be discussed with the representatives of the various traders groups e.g. during a general

meeting called for the purpose and they shall be allowed to suggest ways of abating or correcting the nuisances.

The procedure for market inspection is systematic viz.

- external inspection of the market
- internal inspection of the market
- the general conditions of access roads, drainage system, toilet facilities, floors, walls ceiling, ventilation and lighting.

### **3.2 The Concept of Recreational Facilities**

Recreation serves as an important component of our contemporary society and has become a fundamental and universal human need as man has found outlets in its participation for self-expression and self-satisfaction.

Recreation with its concepts has some words which make it functional and these operative words are: play, leisure and free time, which sometimes are used interchangeably.

Recreation is activity through relaxation after hours of work and thus thorough recreation provides the self-confidence that enables the participants to develop their full potential. Participation as an escape mechanism prevents mental, physical and psychological stress, as people or the participants are recreated.

The conditions or factors at recreational facilities must be conducive and should not pose any hazards or danger to health. People can recreate in sporting or games activities, depending on individual interest and capability.

#### **3.2.1 Procedure for Technical Inspection of Recreational Facilities**

You need to adopt the same approach by introducing yourself and showing your identity card to the manager of the recreational facility. Imagine you want to inspect environmental health facilities at polo club, tennis club, etc. you must comport yourself with adequate preparation and display of high professional skills and competence. The reason being that people of high integrity e.g. past head of states, head of service of the federation, vice chancellors, etc. are usually members of these recreational clubs.

You need one or two authorised persons to guide and pilot you as you go on inspection of the facilities. Record your findings on the approved inspection forms and discuss them with the chairman or members of the executive of the recreational facility.

You must pay close attention to:

1. Access roads
2. External parts of the facilities
3. Internal parts of the facilities:
  - types of recreational facilities
  - spacing/spaces
  - ventilation and lighting
  - water supply
  - toilet facilities
  - safety devices, etc.

### **3.3 The Concept of Hospitality Facilities**

Hospitality facilities are places that can provide comfort and welfare for individuals, in many cases, it substitutes our homes i.e. home away from home. Nowadays, economic, political, social, educational activities including tourism are encouraging the proliferation of such hospitality facilities like hotels of all grades or categories, guest houses, restaurants, etc.

In some cases, we have a situation where a hospitality facility is serving as a marketplace, place of recreation and also a hospitality facility such as we have in big or 5-star hotels.

Note the correlation between marketplaces – where you can buy or sell and recreational facility - where you can have maximum comfort and welfare; one dovetails into the other.

#### **3.3.1 Procedure for Technical Inspection of Hospitality Facilities**

A hotel is a house, and its inspection should follow the systematic procedure of sanitary inspection of a residential building. Let us look at specific technical issues you need to pay attention on during inspection of hotels.

Take note of:

- i. the name and address of the owner of the hotel
- ii. address of the hotel
- iii. date of inspection
- iv. access and intra roads
- v. drainage system
- vi. health safety devices
- vii. signs of pest infestation
- viii. the conditions of the walls, floors and ceiling
- ix. methods of waste management
- x. source of water supply, etc.

Your findings should be recorded on the approved inspection forms and discussed with the appropriate authority for necessary action.

#### **4.0 CONCLUSION**

In this unit, you have learnt both the concept and procedure of inspection of marketplaces, recreational and hospitality facilities.

#### **5.0 SUMMARY**

A summary of the major points in this unit is that:

- A market is defined as a place where buying and selling takes place.
- There are components or types of markets.
- Hospitality facilities include hotels, guest houses and restaurants.
- These environmental health components should be inspected routinely. Strategies for implementation include formation of market committee or maintain constant link with the stakeholders of these facilities.

#### **6.0 TUTOR-MARKED ASSIGNMENT**

1. Explain the concept of a marketplace.
2. Describe how you will proceed to inspect a marketplace.
3. Briefly explain how you will ensure the sustainability of implementation, regulation and enforcement of environmental health standards in a marketplace.

#### **7.0 REFERENCES/FURTHER READING**

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“Policy Guidelines on Market and Abattoir Sanitation.” (2005). Abuja: Federal Ministry of Environment.

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

## **MODULE 3**

Unit 1	Tools for Inspection of Premises
Unit 2	Abatement Notice, Complaint and Complaint Acknowledgment Forms
Unit 3	Tools for Sanitary Inspection of Schools, Markets and Abattoirs
Unit 4	Tools for Sanitary Inspection of Private Slaughterhouses, Registration of Food Premises and Pest/Vector Control Outfit

### **UNIT 1 TOOLS FOR INSPECTION OF PREMISES**

#### **CONTENTS**

1.0	Introduction
2.0	Objectives
3.0	Main Content
3.1	Sanitary Inspection Forms
3.1.1	Form E.S.1 “Sanitary Inspection of Premises (Appraisal)”
3.1.2	Form E.S.3 “The Call Back Form”
4.0	Conclusion
5.0	Summary
6.0	Tutor-Marked Assignment
7.0	References/Further Reading

#### **1.0 INTRODUCTION**

You will recall that we have learnt about certain sanitary inspection forms designed by the Federal Ministry of Environment, Abuja to be used during sanitary inspection of premises in order to facilitate compliance with the provision of law, rules and regulations. These sanitary inspection forms are called tools for inspection.

#### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- identify the various types of sanitary inspection forms
- explain how to complete all the relevant sections of the forms.

### 3.0 MAIN CONTENT

#### 3.1 Sanitary Inspection Forms

The designated forms for sanitary inspection of premises for both appraisal and routine inspection are as follows:

##### 3.1.1 Form E.S.1 “Sanitary Inspection of Premises (Appraisal)”

###### Form E. S. 1

**FEDERAL REPUBLIC OF NIGERIA  
SANITARY INSPECTION OF PREMISES FORM (APPRAISAL)**

PREMISES NO.....STREET.....

VILLAGE..... WARD.....

LGA.....STATE .....

NAME OF OWNER .....

ADDRESS OF OWNER .....

.....

**CODE AS APPROPRIATE**

.....

1. **EXISTING HOUSE DESCRIPTION**

Type of Premises

2. **BUILDING PLAN**

(a) approved

(b) not approved

.....
Occupant Permit
No.....

.....
-------

.....
-------

3. **APPROACH**

- a) Access road into premises
- b) Conform to building line requirement
- c) Setback/air space requirement

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- d) Pedestrians right of way
- e) Any shops or other construction blocking pedestrians right of way
- f) Drainage
- g) Overgrown weeds on sides of premises
4. **AREA BUILT UPON**
- (a) Residential 50% area of site
- (b) Commercial premises 75%
5. **INTERNAL INSPECTION ROOMS**
- a) Living rooms not less than 12sqm of floor area  
Average height of 2.7 meters and width of 2.4 meters
- (b) Ventilation
- i One window at least open directly to the external air
- ii. Total area of widow clear the frame not less than 1/8 of the floor area
- iii. Provision of 2nd window available or ventilator
- iv. Properties blocking ventilation in room
6. **WATER SUPPLY**
- (a) Not less than 30 meters away from possible contamination
- (b) Water supply source
- (c) Is it adequate?
- (d) Is it functional?
7. **TOILET FACILITY**
- (a) It is provided?
- (b) Type of such facilities
- (c) No such facilities
8. **KITCHEN**
- a. Kitchen of not less than 2.0 sq. mtrs
- b. Is it provided?
- c. Is it adequate?
- d. Is the location within?
9. **BATHROOM ACCOMMODATION**
- a. Kitchen of not less than 1.5 sq. mtrs
- b. Is it provided?

- c. Is it adequate?
- d. Is the location within?


10. **REFUSE DISPOSAL**

- a. Is dustbin on premises?
- b. Sheltered refuse collection point in multi occupancy house
- c. No of such dust bin
- d. Is it adequate?
- e. Is it sanitary?
- f. Who provides collection service?
- g. How often is collection done?


11. **TRADE CARRIED OUT IN THE PREMISES**

- a. Permit authorising such trade in the premises
- d. Availability of Permit No
- e. Has permit expired?


12. **DRAINAGE**

- a. It is provided?
- b. Is it flowing freely?
- c. Is wall broken/cracked?
- d. Is gradient adequate?


13. **GENERAL SURROUNDING**

- a. Evidence of overcrowding
- b. Evidence of pest infestation
- c. Evidence of overgrown weeds


*Environmental Health Officer/Date*

*HOD/Date*

**CODES TO BE USED**

- 1. Estate
- 2. Bungalow
- 3. Duplex
- 4. Block of flats
- 5. Single rooms occupation
- 6. Multi-occupation
- 7. Satisfactory
- 8. Not satisfactory
- 9. Adequate
- 10. Inadequate
- II. Functional
- 12. Non functional
- 13. Sanitary

14. Insanitary
15. Provided
16. Not provided
17. Accumulation of articles/properties
18. No accumulation of articles/properties
19. Clean
20. Dirty
21. Broken
22. Not broken
23. Crack
24. Not cracked
25. Conformity
26. Not conformity
27. Flowing
28. Not flowing
29. Available
30. Not available
31. Dampness
32. No dampness
33. Leakage
34. No leakage
35. Infested
36. Not infested
37. Overcrowded
38. Not overcrowded
39. Overgrown weed
40. Trimmed weed
41. Located within
42. Not located within
43. Public mains
44. Borehole
45. Sanitary well
46. Rain water harvested
47. Water vendor
48. Stream/river
49. Samples taken
50. Samples not taken
51. Expired
52. Not expired
53. Flowing
54. Not flowing
55. Daily
56. Weekly
57. Bi-weekly
58. Monthly
59. Not at all

- 60. Water clock
- 61. Pour flush
- 62. VIPL
- 63. Traditional pit latrine
- 64. No toilet
- 65. Refuse sheltered
- 66. Refuse not sheltered
- 67. Government
- 68. Private
- 69. Permit issued
- 70. Permit not issued

**3.1.2 Form E.S. 2 “Sanitary Inspection of Premises (Routine)”**

**FORM E.S. 2**

**FEDERAL REPUBLIC OF NIGERIA  
SANITARY INSPECTION OF PREMISES FORM (ROUTINE)**

PREMISES NO.....STREET.....

VILLAGE ..... WARD.....

L GA.....STATE .....

NAME OF OWNER .....

ADDRESS OF OWNER .....

.....

**CODE AS APPROPRIATE**

.....

**1. EXISTING HOUSE DESCRIPTION**

Type of Premises

**2. EXTERNAL INSPECTION**  
General Sanitation of Premises

.....
.....
Signature of Environmental Health Officer

- a) Evidence of overgrown weeds
- b) Evidence of pest infestation
- c) Accumulation of derelict or disuse materials
- d) Evidence of stagnant water
- e) Dangerous excavation
- f) Evidence that the house has been painted in last five years


3. INTERNAL INSPECTION

**(a) The Floor**

- i) Cleanliness
- ii) Evidence of Pest Infestation (Rat runs, droppings, etc.)
- iii) Evidence of dampness

**(b) Walls**

- i) Evidence of dilapidation
- ii) Cracks liable to harbour vermin
- iii) Evidence of dampness

**(c) Ceiling**

- i) Cleanliness
- ii) Evidence of sagging
- iii) Evidence of cobwebs
- iv) Leakage

**(d) Passage**

- i) Objects obstructing free movement
- ii) Adequate lighting

**(e) Room**

- i) Evidence of overcrowding (Maximum of two adults and two children)

**(f) Ventilation**

- i) Properties obstructing ventilation
- ii) Adequacy of windows

**(g) Toilet**

- i) Type
- ii) Evidence of crack on wall or floor
- iii) Adequacy of ventilation
- iv) Adequacy of lighting
- v) Adequacy of cleanliness
- vi) Evidence of overfilled septic tank/VIPL
- vii) Evidence of crack on septic tank /VIPL
- viii) Evidence of obnoxious odour and flies
- ix) Adequacy of distance to source of water supply
- x) Evidence of broken soil drain pipes
- xi) Evidence of leaking or broken down sewage System
- xii) Evidence of functionality

- h) Bathroom**
  - i) Evidence of broken soil drain pipe
  - ii) Evidence of broken floor
  - iii) Adequacy of ventilation
  - iv) Adequacy of lighting
  
- i) Kitchen**
  - i) Evidence of tidiness and cleanliness
  - ii) Adequacy of ventilation
  - iii) Adequacy of lighting
  - iv) Evidence of pest infestation
  - v) Evidence of cracked wall and floor
  - vi) Evidence of smoke nuisance
  
- j) Water Supply**
  - i) Source of Water Supply
  - ii) Adequacy of water supply
  - iii) Is facility functional?
  - iv) Is surrounding clean and tidy?
  - v) Evidence of pipe leakage?
  - vi) Evidence of waste water drainage?
  - vii) Are storage containers sanitary?
  - viii) Is the local authority taken regular sample?
  
- k) Refuse Disposal**
  - i) Provision of sanitary dustbin with cover
  - ii) Is facility provided adequate?
  - iii) How often is collection done?
  - iv) Who provides collection service?
  - v) Evidence of spillage of waste?
  
- l) Trade Carried Out in the Premises**
  - a. Availability of Permit authorising such trade in premises
  - b. Availability
  - c. Has permit expired?
  
- m) Drainage**
  - a. Is it provided?
  - b. Is it flowing freely?
  - c. Is wall broken/cracked?

## **CODES TO BE USED**

1. Estate
2. Bungalow
3. Duplex
4. Block of flats
5. Single rooms occupation
6. Multi-occupation
7. Clean
8. Dirty
9. Adequate
10. Inadequate
11. Functional
12. Non functional
13. Sanitary
14. Insanitary
15. Provided
16. Not provided
17. Accumulation of articles
18. No accumulation of articles
19. Overcrowded
20. Not overcrowded
21. Dilapidation
22. No dilapidation
23. Cracked
24. Not cracked
25. Broken
26. Not broken
27. Water closet
28. Pour flush
29. VIPL
30. Traditional pit latrine
31. No toilet
32. Permit obtained
33. Permit not obtained
34. Dampness
35. No dampness
36. Cobweb
37. No cobweb
38. Leakage
39. No leakage
40. Sagging
41. No sagging
42. Obstruction
43. No obstruction
44. Obnoxious odour
45. Non-obnoxious odour

46. Tidy
47. Not tidy
48. Samples taken
49. Samples not taken
50. Painted
51. Not painted
52. Borehole
53. Public mains
54. Sanitary well
55. Rain water harvested
56. Water vendor
57. Stream/River
58. Available
59. Not available
60. Daily
61. Weekly
62. Bi-weekly
63. Monthly
64. Not at all
65. Dangerous excavations
66. No dangerous excavations
67. Stagnant water
68. No stagnant water
69. Smoke
70. No smoke
71. Government
72. Private
73. Permit issued
74. Permit not issued
75. Overfilled
76. Not overfilled
77. Expired
78. Not expired
79. Flowing
80. Not flowing
81. Infested
82. Not infested
83. Overgrown weeds
84. Trimmed weeds
85. Accumulated
86. Not accumulated
87. Spillage
88. No spillage
89. Waste water drainage
90. No waste water drainage

### 3.1.3 Form E.S.3 “The Call Back Form”

The E.S.3 form is filled out to indicate that the environmental health officer will come on a return visit; hence, it is referred to as the “call back form”.

#### FORM E.S.3

### FEDERAL REPUBLIC OF NIGERIA THE CALL BACK FORM

PREMISES NO.....STREET.....

VILLAGE ..... WARD.....

L GA.....STATE .....

NAME OF OWNER .....

ADDRESS OF OWNER .....

.....

#### ROUTINE/SPECIAL SANITARY INSPECTION

I, -----  
HEALTH OFFICER, responsible for your neighborhood, called at your home today for the purpose of inspection, but could not secure an entry.

It will be greatly appreciated if you can arrange for an adult member of your family to be at home on----- at----- a.m. when a repeat visit will be made. Otherwise you can telephone..... or call at the LGA headquarters on ..... at about ----- to give an alternative appointment.

Thank you.

-----

**Environmental Health Officer/Date      Head of Department/Date**

#### 4.0 CONCLUSION

In this unit, you have learnt how to complete **E.S. 1, E.S. 2, and E.S. 3** forms which are used as tools for specific purposes.

## **5.0 SUMMARY**

Various sanitary inspection forms are available for specific purposes. It is advisable you print out these forms and study them again to establish their differences. You will need these forms during house to house practical.

## **6.0 TUTOR-MARKED ASSIGNMENT**

1. Explain what you understand by **E.S. 2** and **E.S.3** forms.
2. When is the **E.S.1 form** used for sanitary inspection?
3. Differentiate between **E.S. 1** and **E.S. 2 forms**.

## **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

“National Guidelines on Environmental Health Practice in Nigeria.” (2007). Abuja: EHORECON.

## **UNIT 2 ABATEMENT NOTICE, COMPLAINT AND COMPLAINT ACKNOWLEDGMENT FORMS**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Form E.S.4 “Abatement Notice”
  - 3.2 Form E.S.5 “Complaint Form”
  - 3.3 Form E.S.6 “Complaint Acknowledgment Form”
  - 3.4 Form E. S.7 “Closing Order Form”
  - 3.5 Form E.S.8 “Withdrawal of Prohibition Order Form”
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

In this unit we shall continue with tools used for sanitary inspection of premises as designed by the Federal Ministry of Environment, Abuja. They are provided with a view to facilitate compliance with the provision of law, rules and regulations.

### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- explain when an abatement notice is served
- explain how to complete all the relevant sections of an abatement notice form
- explain when to complete a complaint form and how many of this form is to be completed including the distribution of these copies.

### **3.0 MAIN CONTENT**

#### **3.1 Form E.S. 4 “Abatement Notice”**

An Abatement Notice (AN) is served only when an environmental health officer confirmed the **existence or presence of a nuisance**. The form is completed in triplicate to include the deadline at which an identified nuisance is to be abated. A typical abatement notice form is presented below.

**FORM E.S. 4**

**FEDERAL REPUBLIC OF NIGERIA  
NOTICE TO ABATE NUISANCE FORM**

PREMISES NO.....STREET.....  
VILLAGE ..... WARD.....  
LGA.....STATE .....

NAME OF OWNER .....

ADDRESS OF OWNER .....

To .....

You are please required to abate .....

.....

and for that purpose to comply and to prevent the recurrence of the  
nuisance within .....dated this .....day  
of ..... 20 ..... at..... am/pm

I hereby certify that the above notice was served by me on  
.....at..... am/pm.

Describe how served .....

in the presence of a witness-Signature .....

Name of witness .....

Address of witness .....

-----

**Environmental Health Officer/Date                      Head of Department/Date**

**6.1 Form E.S. 5 “Complaint Form”**

The complaint form is completed only when a complaint is received.

**FORM E.S. 5  
FEDERAL REPUBLIC OF NIGERIA  
COMPLAINT FORM**

PREMISES NO.....STREET.....  
VILLAGE ..... WARD.....  
L GA.....STATE .....

NAME OF OWNER.....

ADDRESS OF OWNER.....

.....

COMPLAINANT Mr./Mrs.....  
 Address .....  
 Nature of complaint .....  
 .....  
 Address where complaint exists .....  
 Complaint Received by .....  
 Signature ..... Date Time..... Time .....

**FOR OFFICE USE**

Complaint referred to .....  
 Action taken and date .....

**6.2 Form E.S.6 “Complaint Acknowledgment Form”**

The “Complaint Acknowledgment Form” is usually completed in triplicate. The complainant receives a copy while a copy is sent to the area office having jurisdiction and the third copy is retained for office use. An example of this form is shown below.

**FORM E.S. 6**

**FEDERAL REPUBLIC OF NIGERIA**

**COMPLAINT ACKNOWLEDGEMENT FORM**

PREMISES NO.....STREET.....  
 VILLAGE ..... WARD.....  
 L GA.....STATE.....  
 NAME OF OWNER .....  
 ADDRESS OF OWNER .....  
 .....  
 Date..... 20 ..... Ref. No.....  
 Name and Address of Complainant: .....  
 .....

Dear Sir/Madam,

Reference to your complaint/information in respect of .....

This is to inform you that necessary action has been initiated and you will be informed when action is completed.

Thank you.

\_\_\_\_\_  
**Environmental Health Officer/Date**

\_\_\_\_\_  
**Head of Department/Date**

### 3.4 Form E. S.7 “Closing Order Form”

Before the “Closing Order Form” is issued, an environmental health officer would have made a complaint to the court justifying that certain premises are unfit for human habitation or constitutes threat to public health. The “closing order form” temporarily closes down any premises whose state constitutes a threat to public health. This order prohibits further use of the premises until the existing nuisances are abated. A sample of this form is available in the court.

### 3.5 Form E.S.8 “Withdrawal of Prohibition Order Form”

Upon compliance with a closing order, the court may now withdraw the Prohibition Order having satisfied and confirmed by an environmental health officer that the detected nuisances had been abated in the premises. It is the court that issued out a “withdrawal of prohibition order form” on the request of an environmental health officer. A typical sample of a “Withdrawal of Prohibition Order Form” is presented below.

#### FORM E.S. 8

#### FEDERAL REPUBLIC OF NIGERIA

#### WITHDRAWAL OF PROHIBITION ORDER FORM

PREMISES NO.....STREET.....  
VILLAGE ..... WARD.....  
L GA.....STATE .....

NAME OF OWNER .....

ADDRESS OF OWNER .....

.....  
Please be informed that following the remediation actions instituted on the PREMISES NO ..... It is hereby declared that the premises is suitable for .....

.....  
In this regard, the Prohibition Order is hereby withdrawn.

\_\_\_\_\_  
**Environmental Health Officer/Date**

\_\_\_\_\_  
**Head of Department/Date**

\_\_\_\_\_  
**Court Registrar/Magistrate/Date**

To: .....  
Address.....  
.....

#### **4.0 CONCLUSION**

In this unit, you have learnt how to complete **E.S. 4, E.S. 5, E.S. 6;** and **E.S. 6** forms which are used as tools for specific purposes.

#### **5.0 SUMMARY**

- An Abatement Notice (AN) is served only when an environmental health officer confirmed the existence or presence of a nuisance.
- The Complaint Form is completed only when a complaint is received.
- The “Complaint Acknowledgment Form” is usually completed in triplicate.
- The “closing order form” temporarily closes down premises whose state constitutes a threat to public health.
- Upon compliance with a closing order, the court may now withdraw the Prohibition Order having satisfied and confirmed by an environmental health officer that the detected nuisances had been abated in the premises.

#### **6.0 TUTOR-MARKED ASSIGNMENT**

1. Explain what you understand by **E.S. 5** and **E.S.6** forms.
2. When will you serve an abatement notice?
3. Differentiate between **E.S. 7** and **E.S. 8** forms.

#### **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

National Guidelines on Environmental Health Practice in Nigeria (2007). Abuja: EHORECON.

## **UNIT 3 TOOLS FOR SANITARY INSPECTION OF SCHOOLS, MARKET AND ABATTOIR**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 School Sanitation Inspection Form (Form E.S. 9)
  - 3.2 Market Sanitation Inspection Form (Form E.S. 10)
  - 3.3 Abattoir Sanitation Inspection Form (Form E.S. 11)
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

In this unit, we shall look at the tools that are used for school sanitation, market inspection and abattoir inspection.

### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- complete school sanitation inspection form
- complete market inspection form
- complete abattoir inspection form
- differentiate between Form E.S.9; Form E.S.10 and Form E.S.11.

### **3.0 MAIN CONTENT**

#### **3.1 School Sanitation Inspection Form (Form E.S. 9)**

The E.S.9 form is a tool design for use during school sanitation inspection, whether nursery, primary, or secondary.

The form is divided into four sections A-D. Section A deals with external description of the school, Section B deals with internal inspection of the school buildings while Section C relates to internal inspection of hostel buildings. Section D is the summary of findings and recommendations. A sample of this form is shown below.

**Form E.S. 9**

**FEDERAL REPUBLIC OF NIGERIA**

**SCHOOL SANITATION INSPECTION FORM**

PREMISES NO.....STREET.....

VILLAGE ..... WARD.....

L GA.....STATE .....

NAME OF SCHOOL .....

ADDRESS OF.....

Types of School (Nursery/Primary/Secondary) .....

Name of Principal/Head Teacher .....

Name of person accompanying the ENVIRONMENTAL HEALTH...  
OFFICER.....

***Instructions for completing the school sanitation inspection form.***

**For Section A-C**

i. for Each item assessed tick:

- a. if the item is adequate
- b. if the item needs minor corrective action
- c. if the item needs major corrective action

ii. For section C, provide a brief summary of inspection, highlighting significant findings and recommendations.

**Section A: External Inspection**

ITEM	DESCRIPTION	A	B	C	REMARKS
1	Area large enough				
2	Grounds well kept				
3	Presence of tall trees				
4	Are there any disused material				
5.	Stagnant water				
6.	Dangerous excavations including defective septic tanks				
7.	Visual barriers obstructing vision				
8	Recreation equipment properly installed and in good repair and with adequate fall zones				
9	Maintenance records available and up to date				
10	Well maintained fence and gate				

### Section B: Internal Inspection of School Building

ITEM	DESCRIPTION	A	B	C	REMARKS
1.	Floor				
2	Wall				
3	Roof and Ceiling				
4	Passage and Stairways				
5	Classrooms				
6	Toilet accommodation				
7	Bathroom accommodation				
S	Kitchen. Food handlers/vendors trained and certified?				
9	Water supply				
10	Refuse disposal				
11	Excreta disposal				
12	Health post/First Aid Box				

### Section C: Internal Inspection of Hostel Building

ITEM	DESCRIPTION	A	B	C	REMARKS
1	Floor				
2	Wall				
3	Roof and Ceiling				
4	Passage and Stairways				
5	Emergency Evacuation Plan available and displayed				
6	Dormitories/Hostels				
7	Toilet accommodation				
S	Bathroom accommodation				
9	Kitchen, Food handlers/vendors trained and certified				
10	Water supply				
II	Refuse disposal				
12	Excreta disposal				
13	Health post/First Aid Box				

### Section D: Summary of Findings and Recommendations

.....  
 .....

.....  
 Environmental Health Officer/Date      School Representative/Date

### 3.2 Market Sanitation Inspection Form (Form E.S. 10)

The E.S.10 Form is also an inspection tool design for use in Market Sanitation programmes. A sample of this form is presented below.

**FORM E.S. 10**

**FEDERAL REPUBLIC OF NIGERIA**

**MARKET INSPECTION FORM**

PREMISES NO.....STREET.....

VILLAGE ..... WARD.....

L GA.....STATE .....

NAME OF MARKET .....

Name of Market Manager .....

Tel: .....

Name of persons accompanying the environmental health officer

(i) .....

(ii) .....

***Instructions for completing the market sanitation inspection form***

**For Section A-B**

i. For each item assessed tick:

A-If the item is adequate

B-If the item needs minor corrective action

C-If the item needs major corrective action

ii. If B or C is ticked, indicate corrective action required by completing the column on remarks

iii. For section C, Provide a brief summary of inspection, highlighting significant findings and recommendations

**Section A: General Inspection**

ITEM	DESCRIPTION	A	B	C	REMARKS
1	State of access routes				
2	Surroundings well kept				
3	Presence of tall trees				
4	Heaps of refuse observed				
5.	Stagnant water				
6.	Dangerous excavations including defective septic tanks				
7.	State of drainage				
8	Fire fighting facilities				
9	Security arrangements				
10	Water supply				
11	Toilets				
12	Bathrooms				
13	Refuse disposal				
14	Excreta disposal methods				
15	Rats, pest and vector infestation				

**Section B: Internal Inspection:**

ITEM	DESCRIPTION	A	B	C	REMARKS
1	Floor				
2	Wall				
3	Roof and Ceiling				
4	Passages and Stairways				
5	Stalls				
6	Food Premises				
7	Ventilation				
8	Health Post				
9	Lighting				
10	Sanitary Dust bins				
11	Rat, pest and vector infestation				
12	General cleanliness and tidiness				

**Section C: Summary of Findings and Recommendations**

.....  
 .....  
 .....  
 .....  
 .....

.....  
**(i) Signature of Representative  
 and Date**

.....  
**(ii) Signature of Representative  
 and Date**

.....  
**Signature of Environmental Health Officer and Date**

### 3.3 Abattoir Sanitation Inspection Form (Form E.S. 11)

The E.S.11 Form is an inspection tool design for Abattoir Sanitation programmes. A sample of this form is presented below.

#### FORM E.S. 11

#### FEDERAL REPUBLIC OF NIGERIA

#### ABATTOIR INSPECTION FORM

STATE.....LOCAL GOVT. AREA.....

DISTRICT..... WARD.....

TOWN..... VILLAGE..... .STREET.....

Name and Address of Abattoir/Slaughterhouse.....

Name of Abattoir Manager.....

Tel: .....

Name of persons accompanying the environmental health officer

(i) .....

(ii) .....

#### *Instructions for completing the Abattoir/Slaughterhouse inspection form*

#### For section A-B.

i. For each item assessed tick:

A-If the item is adequate

B-If the item needs minor corrective action

C-If the item needs major corrective action

ii If B or C is ticked, indicate corrective action required by completing the column on remarks

iii. For section C, Provide a brief summary of inspection, highlighting significant findings and recommendations

#### **Section A: General Inspection**

Item	DESCRIPTION	A	B	C	REMARKS
1	State of access routes				
2	Surrounding well kept				
3	Heaps of refuse observed				
4	Stagnant water				
5	Dangerous excavations including defective septic tanks				
6	State of drainages				

## Section B: Internal Inspection

Item	DESCRIPTION	A	B	C	REMARKS
1	Layout Adequacy of space and facilities				
2	Lairage-separate accommodation provided for healthy and sick animals				
3	Accommodation				
4	Lighting and ventilation				
5	Cleaning and Repair				
6	Wall				
7	Roof and Ceiling				
8	Floors				
9	Containment of sewage, refuse, etc.				
10	Drainages				
II	Water				
1 2	Toilets				
1 3	Hand washing facilities				
14	Bathroom accommodation				
15	Equipments and fittings				
16	Excreta disposal				
17	First Aid Post				
18	Onsite Waste Treatment				
19	Others (Please specify)				

## Section C: Summary of Findings and Recommendations

.....

.....  
**(i) Signature of Representative  
and Date**

.....  
**(ii) Signature of Representative  
and Date**

.....  
**Signature of Environmental Health Officer and Date**

## 4.0 CONCLUSION

In this unit, you learnt how to complete School Sanitation Inspection Form, Market Inspection Form, and Abattoir Inspection Form.

## 5.0 SUMMARY

The School Sanitation Inspection Form is divided into four sections-A-C. Section A deals with External description of the school, section B deals with Internal inspection of the School buildings while Section C relates to Internal Inspection of Hostel Buildings. Section D is the Summary of Findings and Recommendations.

## **6.0 TUTOR-MARKED ASSIGNMENT**

1. Describe the various sections of a School Sanitation Inspection Form.
2. Copy and complete a Market Inspection Form.
3. Differentiate between Form E.S.9; Form E.S.10 and Form E.S.11.

## **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja. January 2005.

“National Guidelines on Environmental Health Practice in Nigeria.” (2007). Abuja: EHORECON.

## **UNIT 4 TOOLS FOR SANITARY INSPECTION OF PRIVATE SLAUGHTERHOUSES, REGISTRATION OF FOOD PREMISES, AND PEST/VECTOR CONTROL OUTFIT**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Inspection of Private Slaughterhouse Form (Form E.S. 12G)
  - 3.2 Inspection of Private Slaughterhouse Form (Form E.S. 12R)
  - 3.3 Certificate of Registration of Food Premises (Form E.S. 13)
  - 3.4 Inspection of Pest and Vector Control Outfit Forms
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

In the last unit, we looked at inspection form for public abattoir. In this unit, we will examine the tools that are used for private slaughterhouses, registration of food premises, and pest/vector control outfit.

### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- complete private slaughterhouse inspection form
- complete private slaughterhouse renewal/denial form
- complete registration of food premises forms
- complete pest and vector control outfit form.

### 3.0 MAIN CONTENT

#### 3.1 Inspection of Private Slaughterhouse Form (Form E.S. 12G)

This form is issued or completed for two purposes.

- i. When an individual, private or corporate intends to operate a private slaughterhouse, **an initial inspection** is required on the premises. If found satisfactory, Form E.S.12G is issued.
- ii. When an individual, private or corporate also applies for a renewal of license to continue operation of a private slaughterhouse, **a re-inspection** of the premises for renewal is required. If such premises were found to be satisfactory, Form E.S.12G could also be issued. Take note of the **asterisks** provided in the form. A sample of this form is presented below.

#### FORM E.S. 12G

##### FEDERAL REPUBLIC OF NIGERIA

##### INSPECTION OF PRIVATE SLAUGHTERHOUSE FORM

STATE..... LOCAL GOVT. AREA.....  
DISTRICT ..... WARD.....  
TOWN.....STREET.....  
TO .....

Following your application for renewal of license to operate a private slaughterhouse and the subsequent inspection of your premises and

Facilities, the following observations were made:

Slaughter Slab Status: Satisfactory

Water supply: Adequate

Disposal Facilities for

(blood, offal, dirt, rubbish, etc.)

Personal Hygiene:

Appropriate Satisfactory

\* You are hereby issued permit Ref. No..... of .....  
of.....20.....

\* Your operational permit Ref. No..... is hereby  
renewed/extended your operational permit Ref. No. ----- is

hereby renewed/extended to operate a private slaughterhouse. The permit expires on 31<sup>st</sup> December of the year of issue.

Dated this ..... day of ..... 20 ..... at .....

.....  
**Chief Environmental Health Officer and Date**

.....  
**Head of Department/Date** \*Delete as appropriate

### **3.2 Inspection of Private Slaughterhouse Form (Form E.S. 12R)**

When an individual, private or corporate applies for a renewal of license to operate a private slaughterhouse, a re-inspection of the premises for renewal would be conducted. If such premises were found to constitute a threat to public health, then a renewal would be denied and **Form E.S.12R** is issued. This means that previous permission granted has been cancelled for the rest of the year.

A sample of the Form is shown below.

#### **FORM E.S.12R**

#### **FEDERAL REPUBLIC OF NIGERIA INSPECTION OF PRIVATE SLAUGHTERHOUSE FORM**

STATE.....LOCAL GOVT. AREA.....

DISTRICT..... WARD.....

TOWN..... VILLAGE .....STREET.....

TO .....

Following your application for renewal of license to operate a private slaughterhouse and the subsequent inspection of your premises and facilities the following observations were made:

Slaughter Slab Status:	Satisfactory/Not satisfactory
Drainage:	Satisfactory/Not satisfactory
Water supply:	Adequate /Not Adequate

Disposal Facilities for (blood, offal, dirt, rubbish, etc.)	Appropriate/not Appropriate
Personal Hygiene:	Satisfactory/Not satisfactory

Your operational permit Ref. No..... issued on the ..... of ..... 20..... to operate a private slaughterhouse is therefore cancelled for the rest of the year.

Please note that your continued operation shall amount to a violation of the law. You are therefore requested to remediate the identified conditions and invite my office for another inspection.

Dated this ..... day of ..... 20..... at .....

### **3.3 Certificate of Registration of Food Premises (Form E.S. 13)**

Certificate of Registration of Food Premises is valid until 31<sup>st</sup> day of December of the year of issue. The license is subject to renewal/revocation at the discretion of the issuing authority. See sample below.

#### **FORM E.S.13**

#### **FEDERAL REPUBLIC OF NIGERIA**

#### **CERTIFICATE OF REGISTRATION OF FOOD PREMISES**

PREMISES NO.....STREET.....  
VILLAGE ..... WARD.....  
L GA.....STATE .....

The registration license is valid until 31<sup>st</sup> day of December of the year of issue. However this license is subject to renewal/revocation at the discretion of the issuing authority.

Fee paid.....

.....  
**Chief Environmental Health Officer/Date**

.....  
**Head of Department /Date**

### **3.4 Inspection of Pest and Vector Control Outfit Forms**

#### **Form E. S.14G**

When a Pest and Vector Control outfit has complied with the set of requirements for operation, the Form E.S.14G is issued to permit the outfit to operate for the year. Such permit expires on the 31<sup>st</sup> day of December of the year of issue.

**Form E. S.14R** Inspection of Pest and Vector Control Outfit Form  
When an individual, private or corporate applies for a renewal of license to operate Pest and Vector Control outfit a re-inspection of the premises for renewal would be conducted. If such premises were found to constitute a threat to public health, then a renewal would be denied and **Form E.S.14R** is issued. This means that previous permission granted has been cancelled for the rest of the year.

**FORM E.S.14**

**FEDERAL REPUBLIC OF NIGERIA**

**INSPECTION OF PEST AND VECTOR CONTROL OUTFIT**

**PERMIT**

PREMISES NO.....STREET.....  
VILLAGE ..... WARD.....  
L GA.....STATE .....

Your Pest and Vector Control outfit has complied with the set requirements for operation. You are hereby issued permit to operate for the year. This permit expires on the 31<sup>st</sup> day of December of the year of issue.

Dated this ..... day of .....

.....  
**Chief Environmental Health Officer**

.....  
**Head of Department**

**4.0 CONCLUSION**

In this unit you learnt that individuals who intend to operate private slaughterhouse, food premises or pest and vector control outfit require certification of the environmental health officer after an initial inspection. For every inspection, there is a specific form or tool to be used.

**5.0 SUMMARY**

In this unit, you learnt how to complete the private slaughterhouse inspection form; private slaughterhouse renewal/denial form; registration of food premises form; and pest and vector control outfit form.

## **6.0 TUTOR-MARKED ASSIGNMENT**

1. Differentiate between E.S.12G and E.S.12R forms.
2. Differentiate between E.S.14G and E.S.14R forms.
3. What are the validity periods for these forms?

## **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by the Federal Ministry of Environment, Abuja, January 2005.

“National Guidelines on Environmental Health Practice in Nigeria.” (2007). Abuja: EHORECON.

## **MODULE 4**

Unit 1	Environmental Sanitation Report
Unit 2	Process of Enforcing Public Health Laws
Unit 3	Institutional Roles
Unit 4	Guidelines for Report Writing

## **UNIT 1 ENVIRONMENTAL SANITATION REPORT**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objective
- 3.0 Main Content
  - 3.1 Environmental Sanitation Report
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

A report of any field operation is crucial in environmental health practice to complement data collected with relevant forms. A brief report may throw more light on certain operations that may not be adequately captured in the inspection forms.

Besides, there are other types of reports that are required either monthly, quarter or annually as the case may be.

## 2.0 OBJECTIVE

At the end of this unit, you should be able to:

- write an environmental sanitation report.

## 3.0 MAIN CONTENT

### 3.1 Environmental Sanitation Report

In this unit, we will look at an instrument which is used to summarise all field operations or activities carried out quarterly or annually. This form is called Form E.S. 15. A sample of this form is presented below.

#### FORM E.S. 15

#### FEDERAL REPUBLIC OF NIGERIA

#### ENVIRONMENTAL SANITATION REPORT

STATE ..... LOCAL GOVERNMENT AREA .....

I submit herewith the report of work performance for the quarter/biannual/year ending ..... 20.....

#### ENVIRONMENTAL SANITATION

1. No. of Premises Inspected .....
2. No. not satisfactory .....
3. No. with structural defect .....
4. No. remedied .....
5. No. with toilets facility .....
6. No. without toilet facility .....
7. No. with defective toilet .....
8. No. with bathroom accommodation .....
9. No. with defects .....
10. No. with remedied .....
11. No. with kitchen accommodation .....
12. No. without/inadequate kitchen accommodation .....
13. No. with defects .....
14. No. remedied .....
15. No. with pipe borne water supply .....
16. No. functional .....
17. No with defective pipes .....
18. No. remedied .....
19. No. well inspected .....
20. No. protected .....

- 21. Other sources .....
  - (a) Protected .....
  - (b) Not protected .....
- 22. No. of premises where animals are reared .....
- 23. No reared unsanitary .....
- 24. No. of rooms inspected .....
- 25. No. with overcrowding .....
- 26. No. remedied .....
- 27. No. where offensive trades are carried out .....
- 28. No. remedied .....
- 29. No. of new Structure .....
- 30. No. of contravention .....
- 31. No. of public drains inspected .....
- 32. No. Satisfactory .....
- 33. No. Not satisfactory .....

Structure	No. Referred	No. Action Take	No. Remedied
Damp floors			
Poor Ventilation			
Leaking Roof			
Damp Walls			
Cracked Walls			
Broken Floors			
Sagging Roof			
<b>DRAINAGE</b>			
Blocked			
Broken			
Poor			
Soak away pit			
Septic Tank			

**PEST CONTROL**

**NO. OF PREMISES TREATED**

- 1. Number of Premises Inspected .....
  - Mosquitoes .....
- 2. Number with rat infestation .....
  - bed bugs .....
- 3. Number derated .....
  - Cockroaches.....

**WEEKLY REPORTS**

	VERMINS/VECTORS FOUND					REMA RKS
	MOS	BED	COC	BEEES	ROD	

S/N	No. of Premises inspected	QUITO		BUG		KROACH				ENTS		
		NO OF HO USES SPRA YED	NO OF HO USES NOT SPRA YED	NO OF HO USES SPRA YED	NO OF HO USES NOT SPRA YED	NO OF HO USES SPRA YED	NO OF HO USES NOT SPRA YED	NO OF HO USES SPRA YED	NO OF HO USES NOT SPRA YED	NO OF HO USES SPRA YED	NO OF HO USES NOT SPRA YED	

### WATER SAMPLING FOR BACTERIOLOGICAL AND CHEMICAL ANALYSIS

No. of samples taken

No. satisfactory

No. not satisfactory

### COMPLAINTS

Nature of complaint	No. of Complaints received	No. of Action Taken	No. of Action Completed
Mosquitoes			
Refuse			
Septic Tank			
Soakage pit			
Felling of trees			
Dangerous buildings			
Contravention			

Nature of complaint	No. of Complaints received	No. of Action Taken	No. of Action Completed
Vermin			
Communicable Diseases			
Food stuffs			
Drains			
Overgrown Grass/Weeds			
Overcrowding			
Water supply			
Offensive Trade			
Miscellaneous			

Food premises	No. Inspected	No. Satisfactory	No. unsatisfactory	Remarks
Distilleries Breweries 1) Beer 2) Stout 3) Local Liquor				

Aerated Water Factories Drinking Water 1) Bottled Water 2) Packaged Water Bake Houses Butcher's Shops Corn mills Coffee Mills Flour Mills Dairies Hotels Canteen/Eating House Cold room/food storage Food factories Ice-Cream Premises SLAUGHTER HOUSE/LIARAGE Public Private Hotels Markets UNREGISTERED FOOD PREMISES				
---	--	--	--	--

**FOOD VENDORS**

1. No. Trained .....
2. No. Licensed .....
3. No. Operating License .....
4. No. Prosecuted .....
5. No. Medically Examined .....
6. No. Certified Fit .....

**REFUSE COLLECTION/DISPOSAL**

**DOMESTIC WASTE**

- No. of Premises with Sanitary refuse bins .....
- No. of Premises with unsanitary refuse bins .....
- No. of Lorry loads of refuse deposited .....
- Estimated quantity of refuse in weight .....
- No. of Lorries available for use .....
- (Adequate/Inadequate) .....
- No. of Labourers (Adequate/Inadequate) .....

**PUBLIC REFUSE BINS**

No. Sanitary -----  
No. Unsanitary -----

**TOTAL**

Adequate/Inadequate -----

**INDUSTRIAL WASTE**

No. of Lorry loads collected -----  
Estimated Hospital/Medical waste -----

**METHOD OF FINAL DISPOSAL**

Tipping  
Controlled tipping  
Incineration  
Composting

**CONSERVANCY SERVICES**

No. of Public Toilets -----  
No. of Sanitary -----  
No. Unsanitary -----  
Adequate/Inadequate -----

**PARKS AND CEMETERY**

No. of parks -----  
No. Inspected -----  
No. satisfactory -----  
No. of Cemeteries inspired -----  
No. Satisfactory -----  
No. of Exhumations -----  
No. of Encasement of Corpses -----  
No. of Transportation of corpses (local)-----  
No. Cremated -----

**RABIES CONTROL**

No. of dogs licensed -----  
No. of dogs retraced -----  
No. of dogs destroyed -----  
No. of dogs dead in Kennels -----  
No. of dogs sold -----  
No. sent to medical school for examination -----  
No. of dog bites reported -----  
No. of patients referred for treatment -----  
No. of dogs remaining in the kennel -----

## PROSECUTIONS

No. of abatement notices served -----  
No. complied with -----  
No. not complied with -----  
No. expired -----  
No. prosecuted -----  
No. found guilty -----  
No. fined -----  
No. cautioned -----  
No. of outstanding cases -----

## STAFF POSTION

### GENERAL REMARKS

-----  
Chief Environmental Health Officer                      Head of Department

## 4.0 CONCLUSION

In this unit, you have learnt how to complete environmental sanitation report form. It could be used as either for quarterly or annual report of accomplished field operations.

## 5.0 SUMMARY

Various sanitary inspection forms are available for specific purposes. Form E.S.15 is essentially for environmental sanitation report. It is advisable you print out this form and study it again. In the last unit, you will learn how to write technical report for any field operation.

## 6.0 TUTOR-MARKED ASSIGNMENT

Discuss the scope and contents of Form **E.S.15**

## 7.0 REFERENCES/FURTHER READING

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

“National Guidelines on Environmental Health Practice in Nigeria.” (2007). Abuja: EHORECON.

## **UNIT 2    PROCESS OF ENFORCING PUBLIC HEALTH LAWS**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Definition of Enforcement
  - 3.2 Public Health Laws Enforcement Process
    - 3.2.1 Inspection
    - 3.2.2 Abatement Notice
    - 3.2.3 Court Proceedings
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

In this unit we shall be discussing the processes of enforcing public health law. We shall consider the definition of enforcement, list and briefly discuss the various processes in involved or that could be followed to enforce the breach of public health laws.

### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- define law enforcement
- list some processes involved in public health laws enforcement
- briefly discuss the processes involved in public health laws enforcement.

### **3.0 MAIN CONTENT**

#### **3.1 Definition of Enforcement**

Before going to define public health laws enforcement or law enforcement (as they mean the same thing both in ordinary criminal procedure and environmental or public health law circle), it is important to say that the method of public health laws enforcement in Nigeria is one of the weakest. It is more tailored towards domestic offenders instead of industrial and commercial offenders whose activities actually pose more threat to life and physical damage to the environment.

Most companies in Nigeria do not have noise monitors or do not even provide respirators to workers working in very hazardous environment. It is also doubtful whether there is any pollution level set for the various types of industries and where certain industry should be sited. In fact the environmental sanitation authorities themselves do not often comply with these standards, for example, we see road sweepers sweeping road without respirators or face mask, refuse truck most times carry refuse across the city without covering them.

However, let us define enforcement since that is the focus of this unit.

**Enforcement** is the process of bringing any person who has committed an offence to attend or answer the charge against him/her before a competent authority or tribunal or court for the purpose of determining his/her innocence or guilt and to give appropriate sanction. According to Webster's Online Dictionary, enforcement is federal or state or local legal actions to obtain compliance with environmental laws, rules, regulations, or agreements and/or obtain penalties or criminal sanctions for violations. Enforcement procedures may vary, depending on the requirements of different environmental laws and related implementing regulations.

The point you need to note from the above definitions is that once we mention enforcement of public health laws we are talking about the various ways public health rules or regulation are complied with and the sanctions that could be imposed on an offender if found to have breached a public health offence.

It would be also necessary to point out that the process of enforcing public health laws is slightly different from normal criminal enforcement procedure. While in normal criminal procedure it entails all those steps that may be required to compel the accused attendance of the police station or the court and which in most cases begin with either an arrest or a summons (Osamor, 2004).

In public health law the procedure does not begin with arrest or summons, on the contrary it begins with an *inspection, notice, then a summons and followed by arrest* where necessary. We shall now consider some of these processes in the next section.

## **3.2 Public Health Laws Enforcement Process**

### **3.2.1 Inspection**

The first process in the enforcement of public health laws is inspection. It is the statutory duty of the local government authority and other environmental protection agencies to carry out regular inspection of

premises, streets and industries as well as measure the level of either air or water pollution from time to time so as to determine what action they should take in the performance of their functions under the relevant law establishing them (Ormandy and Burrige, 1988).

Although, from time to time may appear imprecise and vague, however, it not an excuse not to carry out regular inspection which is to be determined by the nature or level of prevalence or likelihood of the presence of nuisances. It would amount to an abandonment of duty if the local government council or the relevant environmental protection agency fails to carry out inspection of their local government area from time to time.

The main purpose of inspection is to detect the presence of statutory nuisances and to take steps to remove them, ascertain repairs, areas of improvement, slum that require clearing, drainages and gutters that require cleaning, overgrown weeds, refuse dump sites, and general housing conditions to ensure they are safe and fit for human habitation. However, before an inspection is undertaken adequate notice has to be given to the occupiers of the resident or the industry or locality within which the inspection is to be carried out. This is to both serve the requirement of the law and to avoid action for trespass. And at the end of the inspection there must be a report stating the major findings which must be available to Chief Health Officer of the local government who is acting on behalf of the council to take a decision on the next steps.

An ideal inspection report must contain the following: the address of the premises or area, the name(s) of the inspector in case of more than one person but the head of the team must be the person writing and signing the inspection report, the date of inspection, the name of the tenant(s) or occupant, the name of the landlord if different from the occupant, the date of commencement of the present tenancy if it is rented premises, the rent, the rates, number of persons staying in the household, the official number of persons permitted for this type of household, a general description of the premises or the area, detail report about the conditions of the house like bathroom, kitchen, toilet, living room, heating and cooling systems, bedroom, roof, the floor, ventilation, conditions of the wall, the paints. This is followed by comments noting the state of things and at the end the name and signature of the inspector or head of inspection.

There could be a re-inspection report which is usually done if a notice of abatement has been issued and at the end of the period given, the inspector goes back to assess the conditions. In this case the report would not be as detailed as the first. But it must still contain the address, name of inspector, date of inspection, name of tenant and landlord. Then

the body of the report is preferably divided in a tabular form with the left side headed details of inspection (dated 4th November, 2011) and the right side headed details of re-inspection (dated 4th December, 2011). The entries on the left side would indicate the state of affairs as at the last inspection, while the right side is just to state whether still present or no longer present. It is the report of the inspection that set the stage for the next line of action which is almost always the issuance of an abatement notice.

### **3.2.2 Abatement Notice**

The next step in the enforcement of public health laws is the service of an “Abatement Notice”. Once the inspector has submitted his report and the local government are satisfied that there is existence of statutory nuisance then an abatement notice must be served on the persons occupying the premises or living within the vicinity asking them to remove the nuisance (Ormandy and Burrige, 1988). An abatement notice can be defined as a notice issued under the authority of the local government council by a person so authorised to do so informing an occupant of an inspected premises or area of the existence of some nuisance which needs to be removed, stating details of the nuisance and the steps required to remove them, and the time within which to remove the said nuisance. It is important that the abatement notice contains the necessary details otherwise it would be invalid.

Also, the notice must be served on the appropriate person and depending on the nature of the nuisance to be abated, but it is usually on the person whose act, omission or default or sufferance has led to the existence of the nuisance. However, where such a person cannot be found then the notice is to be served on the occupier(s) or the owner.

It is also important you know that a statutory abatement notice can only be served while the nuisances is still in existence, however, where it has already occurred and it is likely to occur or has occurred repeatedly in the past then a prohibition notice would be the best notice to be served. Also, there is no right of appeal against abatement or prohibition notice(s).

However, there are several forms an abatement notice may take. It may either be repair notice or improvement notice or slum clearance notice. Whatever may be the form of notice it must be given 24 hours before a health inspector can exercise the right of entry. It is necessary to issue the proper notice and have the proper authorisation before a health inspector exercises the right of entry. Otherwise, if he is prevented from entering the premises the occupants would not be guilty of obstruction,

rather he may be guilty of unlawful entry and trespass (Ormandy and Burrige, 1988).

### **3.2.3 Court Proceedings**

The next process in the enforcement of public health laws is court proceeding which are always commenced at the magistrates court. The court could be a permanent or mobile court. A mobile court is often used during special sanitation days or occasion that requires the immediate trial and conviction of several offenders. The court session is always not held in the regular to court sitting place and time. Conversely, the permanent court holds or sits at its regular place and time to hear the allegation of breach of public health laws brought against any person.

In most cases the actions in the magistrates courts is occasioned by the failure to obey an abatement notice or fully comply with the content of the abatement notice or where there is recurrence or the likelihood of recurrence of the nuisance after it has been abated or that the nuisance is not completely abated by the offender. However, while the proceedings for the enforcement of an abatement notice still subsist the local government council or the relevant enforcement agency could still take other measures to ensure the abatement and prevention of the recurrence of the conditions that have led to the existence of the nuisance (Ormandy and Burrige, 1988).

Similarly, the local government health authority or other enforcement agencies may commence proceedings at the magistrate court where a prohibition notice has been served or not complied following the recurrence of a statutory nuisance. Usually, all public health offences proceedings at the magistrate's court are criminal in nature whether for non-compliance with notice or obstruction of officers on duty or refusal or neglect to completely abate a nuisance or contravention of other environmental offence. They are commenced by way of laying an information before the magistrate who examines the facts so disclosed in the information sheet and if satisfied that there is a *prima facie* case against the accused a summons would be issued against which will be served on him to appear to answer the charge on a particular day, place and time.

A summons is usually a written order by a magistrate or any judicial officer so authorised by law notifying an individual that he has been charged with an offence and requiring him to appear in court or a police station at a particular date and time (being not less than 48 hours after the service of such summons) to answer to the charge or allegation against him (Osamor, 2004). In the case of public health offences the summons is always requiring the person to appear before the court.

Summons is usually issued for misdemeanours and breach of other local government bye-laws and it is equivalent of an arrest warrant. A breach of summons or disobedience of summons is a criminal offence as it is regarded as contempt of court and the trial is summary.

However, you need to know that in the case of mobile court a summons is not needed because it is summary trial because the offender was caught committing the offence and so the proceedings take place immediately. Furthermore, in public health offence proceedings the prosecution is the local government authority represented by the health officer especially the inspector and the chief health officer and not the police or a lawyer who has obtained a fiat of the state attorney general in other criminal offences or proceedings. The charge is read out to the accused and his plea taken and then the local government authority health officer(s) would open the case against the accused by stating the facts of the offence and the particular section of the environmental health or public health law that the accused has breached (Ormandy and Burrige, 1988). The defendant would then have the right to cross examine witnesses if any was called by the prosecution and state his own case. The prosecution just like in regular criminal proceeding has no right of final address but may ask questions to clarify facts and argue on the point of law. Although, there are order public health laws enforcement procedures such as injunction obtained from the high court to prevent a polluter from continuing the action of pollution, or takeover a premises or prevent people from entry a particular building or premises or area because of the existence of nuisance which is of high public health threat. Or an order to allow the local government to take over a property for the purpose of abating nuisance or action for the recovery of expenses incurred for abating a nuisance. These would be discussed briefly because of the nature of this course which is primarily introductory.

From the above discussion, you can see that there is difference between the public health laws enforcement procedures and the ordinary criminal law enforcement process. Also you can see that there are several processes involved in the enforcement of public health laws.

#### **4.0 CONCLUSION**

In this unit our focus has been on the definition of enforcement and the various processes of enforcing public health laws. It is hoped you have learnt the definition of enforcement and will be able to define enforcement, list and discuss some processes of enforcing public health

## 5.0 SUMMARY

In this unit we learned the definition of enforcement and the processes of enforcing public health laws.

## 6.0 TUTOR-MARKED ASSIGNMENT

1. Define the term law enforcement in your own words.
2.
  - (a) List three processes of enforcing public health laws you have learnt in this unit.
  - (b) Briefly discuss two of the processes.

## 7.0 REFERENCES/FURTHER READING

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## **UNIT 3     INSTITUTIONAL ROLES**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Institutional Roles
    - 3.1.1 Federal Ministry of Environment (FMEnv)
    - 3.1.2 State Ministry of Environment/Agencies Responsible for Sanitation in States
    - 3.1.3 State Ministry of Health
    - 3.1.4 Local Government
  - 3.2 Strategies for Sustaining Sanitary Inspection of Premises
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

In this unit, you will learn oversight functions of the Federal Ministry of Environment, state ministry of environment/agencies in states, state ministry of health as well as local government authority responsible for sanitation matters.

### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- describe the roles of the Federal Ministry of Environment with respect to environmental sanitation.
- itemise the roles of the state ministry of environment/agencies in states, state ministry of health as well as local government authority responsible for sanitation matters.
- list at least 5 strategies for sustaining sanitary inspection of premises.

### **3.0 MAIN CONTENT**

#### **3.1 Institutional Roles**

##### **3.1.1 Federal Ministry of Environment (FMEnv)**

- Develop, periodically review and update the Policy Guidelines on

### Sanitary Inspection of Premises.

- Conduct official launch of the national sanitary inspection of premises programme.
- Train and retrain EHOs on policy guidelines.
- Support the provision of basic logistics (motorcycles, policy guideline documents and inspection forms) for effective take off of the programme.
- Provide technical support to states on programme implementation.
- Encourage states to ensure compliance with laid down policy guidelines.
- Coordinate sanitary inspection of premises reports from the states.
- Collaborate with other relevant stakeholders and ESAs.

### **3.1.2 State Ministry of Environment/Agencies Responsible for Sanitation in States**

- Support the implementation of the policy guidelines on sanitary inspection of premises.
- Provide technical support to LGAs.
- Support the provision of basic logistics (motorcycles, outboard boats, bicycles, policy guidelines and inspection forms) to LGAs.
- Conduct public education and enlightenment on sanitary inspection of premises.
- Inspect all regulated premises within their jurisdiction.
- Monitor LGAs to ensure compliance with laid down guidelines.
- Coordinate returns of sanitary inspection of premises from LGAs.
- Render quarterly report to the Federal Ministry of Environment.

### **3.1.3 State Ministry of Health**

- Continue training of required number of environmental health officers needed for this programme.

### **3.1.4 Local Government**

- Implement the sanitary inspection of premises programme.
- Print sanitary inspection of premises forms.
- Recruit, train and retrain EHOs.
- Enlighten the public on the reintroduction of sanitary inspection of premises.
- Enforce the relevant environmental sanitation laws and prosecute offenders.
- Conduct public education and enlightenment on environmental sanitation in the community.
- Inspect all restaurants, *bukaterias*, guest houses and other regulated premises within their jurisdiction.
- Render monthly report to states.

## **3.2 Strategies for Sustaining Sanitary Inspection of Premises**

- a. Advocacy at all levels.
- b. Ensure availability of relevant forms and other logistics for sanitary inspection of premises.
- c. Recruit, train and retrain environmental health officers.
- d. Enlighten and sensitise the public on the reintroduction/strengthening of sanitary inspection of premises (house to house sanitary inspection).
- e. Organise zonal seminars and community on the implementation of the Policy Guidelines on Sanitary Inspection of Premises.

## **4.0 CONCLUSION**

In order to achieve the much desired results in environmental sanitation the federal and state ministries of environment, state agencies responsible for sanitation matters as well as local government authorities must collaborate. Every sector should play its own expected roles towards achieving the MDG goal on environmental sanitation.

## **5.0 SUMMARY**

- In this unit, you have learnt the roles of the Federal Ministry of Environment with respect to environmental sanitation.

- You also learnt the roles of the state ministry of environment/agencies in states, state ministry of health as well as local government authority responsible for sanitation matters.
- We finally suggested strategies that are useful for sustaining sanitary inspection of premises.

## **6.0 TUTOR-MARKED ASSIGNMENT**

1. Describe the roles of the Federal Ministry of Environment with respect to environmental sanitation.
2. Itemise 5 roles (each), of the state ministry of environment/agencies in states, state ministry of health as well as local government authority responsible for sanitation matters.
3. List 5 strategies for sustaining sanitary inspection of premises in Nigeria.

## **7.0 REFERENCES/FURTHER READING**

“Policy Guidelines on Sanitary Inspection of Premises.” Developed by Federal Ministry of Environment, Abuja, January 2005.

“National Guidelines on Environmental Health Practice in Nigeria.” (2007). Abuja: EHORECON.

## **UNIT 4      GUIDELINES FOR REPORT WRITING**

### **CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
  - 3.1 Definition
  - 3.2 Types of Report
  - 3.3 Essential Elements of Technical Report
  - 3.4 Literature Referencing
  - 3.5 The Process of Writing a Technical Report
  - 3.6 Graphic Aids/Visual Aids
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

### **1.0 INTRODUCTION**

This is the last unit of this course. We will look at how to write a technical report and the essential elements of such report.

### **2.0 OBJECTIVES**

At the end of this unit, you should be able to:

- list types of reports
- describe the essential elements of technical report
- write briefly on:
  - i. literature referencing
  - ii. process of writing a technical report
  - iii. significance of graphic aids/visual aids.

### **3.0 MAIN CONTENT**

#### **3.1 Definition**

Report is a consciously arranged document written (sometimes oral) to convey discovered information about some problems previously experienced and investigated for the sole purpose of helping an organisation to solve problems. According to Saheed O. Rasheed, reports provide a means of mirroring and moving an organisation forward. Let us look at the various types of report.

## 3.2 Types of Report

- i. Formal Report
- ii. Informal Report

### Formal report

Formal report is usually initiated at the instance of request given by someone (an authority), also long and impersonal in both style and form. Style manifests in the use of strictly formal, business-like language. The choice of words and arrangements must be in agreement with certain convention of formal report writing, e.g. passive language is preferred to active:

I discovered ... (not preferred)  
It was discovered ... (preferred)

Informal report are carefully structured according to definite patterns such as heading, subheadings, preliminary, covers, title page, table of content, bibliography, etc.

### Informal report

Informal report is not authorised; the writer initiates the informal report him/herself. It is also cast in informal style with a structure that is lacking in formal reports.

## 3.3 Essential Elements of Technical Report

- (i) **Title Page:** It indicates the scope of the investigation by carrying the title of the report, name of writer, date of completion, etc.
- (ii) **Contents:** This is a list of the several division and sub-divisions of the report with their corresponding page numbers in the report. It should be so detailed such that potential readers can easily locate any section he/she is interested in.
- (iii) **Abstract:** This is the part of the report which gives a concise preview of the work – a general summary which serves to attract the readers' attention. It gives the general nature and scope of the report. It must provide the readers with the important conclusions and recommendation from the report. Abstracts are usually written at the end of the investigation but come in the preliminary part of the report.
- (iv) **Term of reference/introduction:** It gives the background of the work investigated in the report, which includes the reason that informed the writing. If written in response to some request, the authorisation must be stated including facts about the writers.
- (v) **Methodology:** This is a statement of how a problem was solved describing the procedure and tools. These may include research

- through interviews, studies, visitations, questionnaires, etc. It must help readers in understanding the report as a whole.
- (vi) **Body of the report/finding:** This is where the report is discussed in detail. The discovered fact about the problem in relation to which the report is written is comprehensively stated. The body can be analytic or states only facts.
  - (vii) **Conclusion:** It states the points of view which the writer arrived at, using the findings of the report as evidence or premises. The points must be logically stated in order to convince readers. This is because the conclusion is the view the author wants readers to subscribe to in relation to the investigated problem.
  - (viii) **Recommendation:** It provides possible solutions to the problems about which the report is written. The recommendations must relate to the findings and conclusions of the report.
  - (ix) **Appendix:** It is an optional part of a report which contains additional information which is related to the discussion in the body. Information that are relevant but which may disrupt the main discussion are located in the appendix as reference. Appendix is made up of materials that cannot be conveniently accommodated in the body of the report.
  - (x) **Footnotes:** It is placed at the bottom of the pages in the body of a report as reference material. They show authority for statements made in the body of the report. Footnotes should only be used when necessary.
  - (xi) **Bibliography/referencing:** It is a terminal part of a report used to acknowledge books consulted in the course of an investigation which serves as sources of materials used in writing the report. References are usually listed alphabetically using the surnames of the author or serially numbered.

### 3.4 Literature Referencing

A reference is a list of all sources that were actually cited in a report where a bibliography consists of a listing all sources that proved useful in the execution of a study or report.

Citation serves as an acknowledgement to the original source of the information as well as providing information that will be helpful in identifying and retrieving the source of information. Standard formats exist for making citation and there are many of such styles or formats. In a discipline, one or more styles may be in use while different institution or persons may prefer and use different styles. Some of the styles that are commonly used in education and allied disciplines include those by:

- (1) American Psychological Association (A.P.A.)
- (2) Modern Language Association of America (M.L.A.)

- (3) National Educational Association of the United States (N.E.A.)
- (4) Turabian, Kate, L. or Chicago Manual of Styles (CMS)
- (5) Hubbes, George S.
- (6) Ballon, Stephen U.

The A.P.A. reference style appears to be the most extensively used in the behavioural sciences. As a matter of fact, no one style or format could be said to be better than the other. It is only a matter of convention and of course orientation that people prefer one style to the other.

### 3.5 The Process of Writing a Technical Report

They are in stages such as problem analysis, fact collection, fact organisation and final writing:

- (1) **Problem analysis:** A report writer must have an understanding of the problem at stake. He decides on how to go about the research and arrangement of information. He would investigate the sources of all needed information and could also consult experts in the related field.

The writer then goes ahead to formulate, clearly, a problem statement (in writing) having understood the problem basis of the report.

- (2) **Fact collection:** Having defined the problem basis, the writer goes ahead to use as appropriate, any of the following avenues of data collection: Library research, observation, experimentation, survey.
  - (i) Library research – He consults books, articles, brochures and speeches in the library.
  - (ii) Observation – This provides information through careful examination of relevant materials, persons, items or objects.
  - (iii) Experimentation – To test cause and effect relationship it usually takes place in laboratories.
  - (iv) Survey – Is a search for views and opinions concerning human behaviours.
- (3) **Fact organisation:** The writer organises the findings for presentation having gathered sufficient information through any of the methods above.
- (4) **Fact interpretation:** The writer interprets organised facts if only the report is analytical. Interpretation of facts is the careful study of the finding in a report which results into inferred conclusions and/or recommendations.
- (5) **Final writing:** The final writing of a report will be very easy provided all the preceding steps have been taken meticulously.

### **3.6 Graphic Aids/Visual Aids**

According to Hisham Altalib (1991: 243), we learn more and retain more of what we learn when verbal communication is aided by visual communication. Visual aids also help to add variety and emphasis to a presentation.

The National Teachers' Institute (NTI) Post Graduate Diploma in Education Handbook on Education Technology defines graphics as "non-photographic, two-dimensional materials that communicate information or ideas using some combination of drawing, words, symbols and pictures. Graphic messages are brief, well focused and visually symbolic" (125). Graphic materials are of various kinds namely: drawing (including sketches and diagrams), charts, graphs, posters, cartoons and comics. Visual aid/graphic aids must add depth to the message. It should be simple, clear and consistent in appearance. Keep graphics simple with only relevant information shown or highlighted. The message must reinforce that of speech presentation.

### **4.0 CONCLUSION**

Report is a consciously arranged document written (sometimes oral) to convey discovered information about some problems previously experienced and investigated for the sole purpose of helping an organisation to solve problems. It could be formal or informal. There are various techniques used in report writing depending on the type of report in question.

### **5.0 SUMMARY**

In this unit we learnt about the different types of reports, the essential elements of technical report, literature referencing, process of writing a technical report and the significance of graphic aids/visual aids in report writing.

### **6.0 TUTOR-MARKED ASSIGNMENT**

1. Explain the different types of reports.
2. Describe the essential elements of technical report.
3. Write briefly on:
  - i. literature referencing
  - ii. process of writing a technical report
  - iii. significance of graphic aids/visual aids.

## **7.0 REFERENCES/FURTHER READING**

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