

PEST CONTROL POLICY

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DOCUMENT CONTROL

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Amendments	CQC outcomes have been changed to the appropriate domains. Minor changes to Basic control measures		
Document objectives: The policy sets out responsibilities and procedures for ensuring the Trust maintains a pest free environment and to ensure corrective action is taken in the event of pest occurrences.			
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CONTENTS

Section	Summary of Section	Page
Doc	Document Control	2
Cont	Contents	3
1	Introduction	4
2	Purpose & Scope	4
3	Duties and Responsibilities	4
4	Explanations of Terms used	5
5	Proactive Preventative Monitoring	5
6	Reporting Procedure	6
7	Training Requirements	7
8	Equality Impact Assessment	7
9	Counter Fraud	7
10	Monitoring Compliance and Effectiveness	8
11	Relevant Care Quality Commission (CQC) Registration Standards	8
12	References, Acknowledgements and Associated documents	8
13	Appendices	9
Appendix A	Proactive Pest Control Information	10
Appendix B	Reporting Procedure Flow Diagram	13

1. INTRODUCTION

- 1.1 The Somerset Partnership NHS Foundation Trust recognises its legal obligation to take all necessary measures to prevent the risk of pest infestation in any buildings used by the Trust.
- 1.2 High standards of pest control are an integral part of providing an optimum environment for the delivery of high quality patient care.
- 1.3 The presence of pests can be offensive, present infection hazards, contaminate foodstuffs, damage materials, structures and have been the cause of electrical fires.
- 1.4 The Health Act 2006: Code of Practice for the Prevention and Control of Healthcare Associated Infections (HCAI's) requires that effective systems are in place to protect patients, staff and other persons against the risk of acquiring healthcare associated infections.
- 1.5 The Trust recognises and accepts its responsibility as an employer to provide a safe and healthy workplace and working environment for all its employees as required by the Health and safety at Work Act 1974.

2. PURPOSE AND SCOPE

- 2.1 So far as is reasonably practicable, patients, staff and other persons are protected against risks of acquiring Health Care Acquired Infection through the provision of adequate Pest Control measures.
- 2.2 To set out the framework for reporting sightings of pests or evidence of their existence at the earliest opportunity.
- 2.3 To set out the framework of safe systems of work for the monitoring and eradication of pests within the Trust.

3. DUTIES AND RESPONSIBILITIES

- 3.1 The following groups and individuals are responsible for ensuring that the Trust at all times provides a pest free environment.
- 3.2 The Trust **Chief Executive** has overall responsibility for the safety of Trust employees including contractor's staff and will delegate such responsibilities to the management team.
- 3.3 **Matrons, Ward Managers and Team leaders** are responsible for the day-to-day management of their site(s). They will ensure the correct procedures are followed and that all staff are appropriately briefed surrounding the contents of this policy.
- 3.4 **Staff** are responsible for following the correct practices and procedures. They are responsible for ensuring their training is up to date and they are accountable for their actions.

- 3.5 The **Head of Estates and Facilities** is responsible for ensuring buildings are maintained to a high standard and that Pest Control Services are in place.
- 3.6 The **Facilities Leads/Facilities Manager** are responsible for Pest Control services and for the management and monitoring of the contractor.

Responsibilities:-

- To monitor the performance of the Pest Control Contractor to ensure that the contract specifications and standards are being met and that the Trust is receiving an effective service
- To form the main link between the Trust staff and the Contractor in respect of pest control issues
- To have a knowledge of contracting for Pest Control and national Conditions of Contract for Pest Control
- To provide technical advice in respect of local requirements during the preparation of contract specifications and adjudication of tenders
- To liaise with the Pest Control Contractor, Environmental Health Officer of the relevant local authority and appropriate personnel within the Trust on matters relating to pest control
- To liaise with the Infection Prevention and Control Group when pest infestation has implications for infection prevention and control

4. EXPLANATIONS OF TERMS USED

- 4.1 Stage 1 – Rid the location of the pests, with the pesticides specified in the specification, payment being made on completion.
- 4.2 Stage 2 – Thereafter, maintain the locations free from pests by making a specified number of routine visits per year as agreed with the Authorised Officer, payment to be quarterly in arrears.

5. PRO-ACTIVE PREVENTATIVE MONITORING

- 5.1 The nominated contractors will adopt procedures to prevent Trust owned and leased premises becoming infested by pro-active work to monitor for evidence of pests and take corrective actions as necessary the locations free from pests by making a specified number of routine visits per year.
- 5.2 The nominated contractor will carry out the work under the contract normally between the hours of 08:30 to 17:00 Monday to Friday inclusive, excluding public holidays except where emergency treatment is required or where operational requirements dictate otherwise. In such circumstances, the Authorised Officer shall advise the Contractor accordingly. Night visits will be by arrangement.
- 5.3 Information on common pests and their proactive control is provided in Appendix A.
- 5.4 Basic Pest Control Measures

Measures are as follows:-

- Food should be covered or stored in pest proof containers and kept off the floor.
- Spillages of any substance but particularly food should be promptly removed.
- Waste should be stored in a manner suitable to prevent access by pests
- Waste bins in food preparation areas should be emptied at a minimum at the end of day or more frequently if required.
- Accumulation of static/stagnant water externally should be avoided.
- Buildings should be of sound structure and well maintained, drains should be covered, and leaking pipe work repaired and damaged surfaces made good.
- Defects should be reported to the Estates Department.
- Cracks in plaster and woodwork, unsealed areas around pipe work, damaged tiles, badly fitted equipment and kitchen units are all likely to provide excellent harbourage and should be maintained in a suitable condition.
- Where fitted fly screens they should always be closed when windows are open.
- Doors to food preparation areas should be kept closed.
- Treatment with insecticides and rodenticides alone is seldom sufficient and attention must be paid to good hygiene and structural maintenance.
- Electrical insect killers must be installed and maintained in all food preparation areas
- Door screens and door chains for flies should not be held open by any improvised device.
- Trust staff must not use either trade or domestic pest control products. This should only be undertaken by the approved contractor.

6 REPORTING PROCEDURE

- 6.1 All sightings of pests which may include odours, noise, droppings or other evidence of their existence should be reported to the contractor at the earliest opportunity, by the authorised person on site, as detailed in Reporting Procedure Flow Diagram – Appendix B
- 6.2 The Pest Control Logbook will include the following information:
- Details of the Pest Control contractor
 - List of all monitoring/bait points

- Technical data including COSHH data for each product used at bait points, together with safety data information and relevant first aid information.
 - Inspection report including date, time, purpose (routine, follow up or call-out) of each visit.
 - Schedule of locations to be inspected
 - Evidence of pest activity and action taken if relevant
 - General information/advice on housekeeping if relevant
- 6.3 The contractor must be kept informed at all times of any pest sightings or evidence of pest activity. If necessary these must be dealt with on an emergency call-out basis.
- 6.4 Wards and buildings, rubbish areas and waste compounds must be kept clean and tidy to prevent food sources and harbourages for pests.
- 6.5 Advice and recommendations from the contractor with regard to housekeeping or building maintenance should be acted upon.

7. TRAINING REQUIREMENTS

- 7.1 The Trust will work towards all staff being appropriately trained in line with the organisation's Staff Mandatory Training Matrix (training needs analysis). All training documents referred to in this policy are accessible to staff within the Learning and Development Section of the Trust Intranet.
- 7.2 Pest control will be included in the Trust staff local site induction programme setting out the principles and arrangements in place for pest control management.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. In addition, the Trust has identified Learning Disabilities as an additional tenth protected characteristic. If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Equality and Diversity Lead who will then actively respond to the enquiry.

9. COUNTER FRAUD

- 9.1 The Trust is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

10. MONITORING COMPLIANCE AND EFFECTIVENESS

10.1 Monitoring arrangements for compliance and effectiveness

- Monitoring of the contract will be undertaken by Estates/Facilities Management Team
- Monitoring of the effectiveness will be undertaken by both Estates/Facilities Management team and the Infection Control Team.

10.2 Methodology to be used for monitoring

- Regular review meetings with the contractor to monitor the performance and effectiveness, Facilities Lead will attend.

11 RELEVANT CARE QUALITY COMMISSION (CQC) REGISTRATION STANDARDS

11.1 Under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3), the fundamental standards which inform this procedural document, are set out in the following regulations:

Regulation 12:	Safe care and treatment
Regulation 13:	Safeguarding service users from abuse and improper treatment
Regulation 15:	Premises and equipment
Regulation 16:	Receiving and acting on complaints
Regulation 20:	Duty of candour

11.2 Under the CQC (Registration) Regulations 2009 (Part 4) the requirements which inform this procedural document are set out in the following regulations:

Regulation 18:	Notification of other incidents
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11.3 Detailed guidance on meeting the requirements can be found at <http://www.cqc.org.uk/sites/default/files/20150311%20Guidance%20for%20providers%20on%20meeting%20the%20regulations%20FINAL%20FOR%20PUBLISHING.pdf>

12. REFERENCES, ACKNOWLEDGEMENTS AND ASSOCIATED DOCUMENTS

12.1 References

Control of Substances Hazardous to Health (COSHH) Regulations 2002
Health and Safety at Work Act 1974
Food Hygiene Regulations 2006
Food Safety Act 1990
Prevention of Damage by Pests Act 1949
Control of Pesticides Regulations 1986
Health Act 2006

12.2 Cross reference to other procedural documents

Development & Management of Organisation-wide Procedural Documents
Policy and Guidance

Infection Prevention and Control Policy
Learning Development and Mandatory Training Policy
Risk Management Policy and Procedure
Staff Mandatory Training Matrix (Training Needs Analysis)
Training Prospectus
Untoward Event Reporting Policy and procedure

All current policies and procedures are accessible in the policy section of the public website (on the home page, click on 'Policies and Procedures'). Trust Guidance is accessible to staff on the Trust Intranet.

13. APPENDICES

13.1 For the avoidance of any doubt the appendices in this policy are to constitute part of the body of this policy and shall be treated as such.

Appendix A- Proactive Pest Control Information

Appendix B - Reporting Procedure Flow Diagram

PROACTIVE PEST CONTROL INFORMATION

1. **Houseflies**

Significance

Houseflies can transmit intestinal worms or their eggs and are potential vectors of disease such as dysentery, gastro-enteritis, typhoid, cholera and tuberculosis. They will frequent and feed indiscriminately on any liquefiable solid food, putrefying material or food stored for human consumption.

Control

Flies have rapid, prolific breeding habits and high mobility. In order to break the life-cycle, control measures should be directed against larval and adult flies.

Hygiene/Management

Satisfactory hygiene is necessary to limit potential breeding sites and food sources. Entry of flies into buildings can be prevented by 1.12mm mesh fly screen, air curtains, bead screens or self closing door equipment with rubber seals.

2. **Cockroaches**

Distribution

Cockroaches are common in premises associated with the production or handling of food. Gregarious and nocturnal they spend the day hiding in cracks and crevices around areas such as sinks, drains, cookers, the backs of cupboards and in refrigerator motor compartments. They favour buildings with service ducts and complex plumbing installations which allow them to travel freely.

Significance

Cockroaches are potential vectors of diseases such as dysentery, gastroenteritis, typhoid and poliomyelitis. Their diet is omnivorous and includes fermenting substances, soiled dressings, hair, leather, parchment, wallpaper, faeces and food for human consumption. The latter may be contaminated either by the mechanical transfer of causative agents of disease from the insect's body, or by transmission in the faeces.

Control

Monitoring and control is essential although successful control of cockroaches is a complex subject, and depends very much upon tailoring control measures to the species concerned. Infestations can be difficult to control as cockroach eggs are poorly penetrated by insecticides. Consequently surveillance of the area by the pest control contractor may need to be prolonged.

Hygiene/management

A high standard of hygiene will deny sources of food and hiding places.

3. **Ants**

Black Ants:

Foraging worker ants cause a nuisance as they travel widely in search of food, following well-defined trails and clustering around the food source. Sweet foods are preferred. They are obviously an unpleasant sight and may damage food for human consumption.

Pharaoh's Ants:

These 2mm omnivorous light brown ants are half the size of the black ants. They cannot breed without artificial heat, are very persistent and pose a serious cross infection risk in hospitals. The ants may be found in wall cavities, heating pipes, behind sinks and ovens and therefore in laundry, linen rooms, clinical and residential areas. They are particularly attracted to sweet substances.

Hygiene/management

Although frequently inaccessible and difficult to destroy, ant's nests must be eradicated. If infestation is to be successfully controlled, hormone treatment is required which sterilises the female ant.

4. **Wasps**

Wasp stings cause pain and distress. Some individuals are particularly sensitive. Wasp nests are only used for one season, so it may be possible to put up with the problem temporarily. They are often found in cavities in brickwork, in air bricks and roof vents. The nest can be treated by the Trust's pest control contractor; such work may be best carried out in the evening or weekend as poisoned stupefied wasps can cause problems. Particular attention should be paid to areas around rubbish bins that should be kept in a hygienic condition.

5. **Other Insect Pests**

There are many other insect pests that occur sporadically in hospitals. The most common of these being flies of various species, crickets, silverfish and the stored product insects and mites which can be found infesting dried foods such as flour weevils.

6. **Mice and Rats**

These are the vertebrates with greatest potential for damage to food stocks and building fabric in hospitals. Modern rodenticides are extremely efficient in the eradication of mice and rats from hospitals.

The Trust will notify the relevant local authority of any infestation of its land or buildings by rats and mice in "substantial numbers" as required by the Prevention of Damage by Pests Act 1949.

Rodents have been known to gnaw through electric cables and cause fires. All sightings and other evidence of their presence should be reported to the Nominated Officer.

The Trust will take reasonable steps to ensure that its buildings are rodent proofed by, for example, fitting collars where pipes pass through walls and by filling gaps in the building fabric, etc.

All food and organic waste shall be kept in rodent proof containers.

7. Bats

Bats are protected by the Wildlife and Countryside Act 1981 and the Conservation (Natural Habitats, etc.) Regulations 1994. The penalties for contravention are severe.

If bats are discovered in any of the Trust's buildings or on any of its land they must not under any circumstances be killed, expelled, stopped from gaining access, touched or disturbed. Contractors must be prevented from doing work anywhere near them. English Nature should be contacted for advice.

8. Birds

The nuisance of birds can be controlled in the first instance by preventative measures, e.g. blocking of nesting holes and the application of devices to discourage perching. Netting and trapping can also be considered with the aim of immediate release away from the area/location of capture. No attempt should be made to poison them. Whichever method is employed it should take into account whether the birds are currently in a nesting season or whether they are protected by law. Advice should be sought from the Royal Society for the Protection of Birds (RSPB)

9. Squirrels

The most serious damage in urban areas arises where the squirrel enters the roof spaces of houses by climbing the walls or jumping from nearby trees. Once inside, they chew woodwork, ceilings, and insulation on electrical wiring or tear up the loft insulation to form a nest. The best method of control is to proof the building/loft. Prevention is better than cure. If a cure is required the best form of control is trapping with the use of a squirrel trap.

10. Foxes

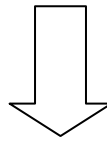
Foxes in this country may occasionally spread disease such as toxocara and leptospirosis but the risk is believed to be small. More significantly foxes do cause nuisance in a number of ways. Killing foxes in urban areas is both unnecessary and unlikely to provide a long-term solution as other foxes move in to vacant territories.

11. Badgers

Badgers in this country may occasionally spread disease but the risk is believed to be small. More significantly Badgers do cause nuisance in a number of ways. Their feeding habits cause damage to gardens caused when digging for food and of course the indiscriminate depositing of faeces.

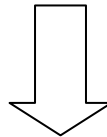
REPORTING PROCEDURE FLOW DIAGRAM

Step 1
The authorised person onsite must report all sightings of pests or evidence of their existence to the Pest Control Contractor Pestokill at the earliest opportunity by calling:
Customer Services 01942 262717
Or
Email: helpdesk@pestokill.co.uk

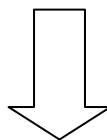


Step 2
The information required will include:

- The area, i.e. ward, department, clinic, etc.
- The precise location, i.e. bathroom, office, etc.
- The type of pest if known
- The possible numbers and the frequency of sighting
- The name of the person reporting
- The date and time of the sighting



Step 3
In the event that a satisfactory response is not received within 24 hours of the time of reporting the most appropriate Facilities Lead or Facilities Manager should be contacted.



Step 4
The contractor will record action taken following attendance in the pest control book held on the premises.