

Pest Control Policy

This policy outlines the arrangements of management of pests on and within Trust properties.

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Leicestershire Partnership
NHS Trust

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1.0 Quick Look Summary

The purpose of this policy is to ensure that the Trust's risk of exposure to pest infestation is minimised.

The Trust has an obligation to take necessary measures to prevent pest infestation in all food storage, distribution, and catering areas and to ensure good standards of pest control in all other areas.

PLEASE NOTE THAT THIS LIST IS DESIGNED TO ACT AS A QUICK REFERENCE GUIDE ONLY AND IS NOT INTENDED TO REPLACE THE NEED TO READ THE FULL POLICY

1.1 Version Control and Summary of Changes

Version number	Date	Comments
1	January 2014	New document
2	March 2016	Policy extended due to no legislative updates or changes to arrangements
3	January 2019	Privacy Impact Assessment (Appendix) included
4	December 2023	Update to new format

1.2 Key individuals involved in developing and consulting on the document

Name	Designation
Health and Safety Compliance Team	
Members of the Health and Safety Committee	
Members of the Divisional Health and Safety Action Group	
Infection Prevention and Control Team	
Equality and Diversity Team	
Policy Expert Group	

1.3 Governance

Level 2 or 3 approving delivery group	Level 1 Committee to ratify policy
EMEG	FPC

1.4 Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

1.5 Due Regard

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination.
- LPT complies with current equality legislation.
- Due regard is given to equality in decision making and subsequent processes.
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 4) of this policy

1.5 Definitions that apply to this Policy

Pest	Something that can carry infectious organism that may transfer from insects from insects and animals to humans and therefore cause a risk to patients, staff or visitors.
Risk Assessment	A risk assessment is a careful examination of anything in the work environment that could cause injury or ill health.
Due Regard	Having due regard for advancing equality involves: <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by people due to their protected characteristics. • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

2.0. Purpose and Introduction

It is the intention of this policy to detail Trust arrangements to ensure that all appropriate steps are taken to comply with the duty to manage pest activity within the organisation and to comply with pest control related legislation, approved codes of practice, guidance and relevant standards.

Pest control is required to:

- deny access to pests
- prevent spread of disease
- prevent wastage and contamination of food
- prevent damage
- comply with the law.
- prevent the additional cost of pests becoming established.

Satisfactory standards of pest control in both clinical and non-clinical areas are an integral part of providing the optimum safe environment for the delivery of high quality patient care.

The Trust recognises its legal obligation to undertake all necessary measures to prevent and manage the risk of pest infestation in all food storage, distribution and catering areas. The Trust will ensure high standards of pest control in all other areas of its premises and sites.

The Trust, assisted by its contractors, will deploy pro-active monitoring and pest control preventive measures by an integrated management system to rid Trust owned and leased premises of existing infestation and ensure that this position is maintained. Where Trust staff work in premises provided by a third party the Trust will work pro-actively with the third party to ensure satisfactory pest control measures are in place.

The Pest Control Management Policy applies to all staff employed by Leicestershire NHS Partnership Trust (LPT) to be referred to throughout as the Trust.

The Trust has a wide range of teams and services operating from a large number of properties making up our overall estate.

The Trust will ensure that all parts of the premises in which it provides healthcare are suitable for purpose, kept clean and maintained in good physical repair and

condition. To ensure a consistent, robust and designed approach to the management of pest infestation and preventative measures.

The Trust has made a commitment to manage all of its estates and all tasks carried out within in a safe and appropriate manner to reduce the risk to health of all staff, patients and visitors.

3.0 Introduction

This document sets out the Trusts Policy and Procedures for the management and control of pests. The presence of pests can be offensive, present infection hazards, contaminate foodstuffs, damage materials, building components and structures and be a nuisance. Once established, pests can be difficult and costly to deal with. Appropriate standards of pest control in both clinical and non-clinical areas are an integral part of providing an optimum environment for the delivery of quality care to patients and to maintain staff health.

The Trust and its contractors should adopt procedures to rid them of existing infestation and thereafter, by pro-active work, maintain this position. Within the policy, details and reference will be made to good practice and recommendations that should be followed to ensure a safe and pest free environment for service users, staff and other persons who access the Trusts services.

The purpose of this policy is to ensure that the Trust is exposed to minimum risk relating to pest infestation. The Trust recognises its obligation to take necessary measures to prevent the risk of pest infestation in all food storage, distribution, and catering areas and to ensure good standards of pest control in all other areas.

This policy shall apply to all Trust staff, contractors, and other persons who influence pest control in premises which are managed by the Trust. These persons should comply with this policy and any supporting procedures. The Trust has many differing arrangements in relation to the properties that are occupied by its service users and staff. The accountability for the management of pest control is the organisation with the overall control of the building or the organisation with the designated responsibility for pest control. Other organisations may have their own policies and managers of Trust services in these buildings should follow any local policies and procedures in addition to those outlined in this policy.

Where the Trust staff work in premises provided or managed by a third party the Trusts departmental managers should work pro-actively with the third party in pest control management.

All pest control work should be conducted in accordance with the Code of Practice of the British Pest Control Association. All pesticides, (including insecticides or rodenticides), used shall conform to all current legislation and be used in accordance with Control of Pesticides Regulations, Control of Substances Hazardous to Health.

The Trust will enter a contract with a suitably experienced contractor to provide for riddance of pests and treatment/monitoring to provide proactive measures to reduce the likelihood of pest infestations in accordance with the pest control contract.

4.0 Duties within the Organisation

Everyone is responsible for complying with the Trust's arrangements for the management of Pest Control, including the implementation of local management controls. In order to comply with this policy, all staff must be aware of the lines of

communication and levels of responsibility, which exist to ensure that all matters of Pest Control management, are dealt with effectively.

In order to ensure that Pest Control is managed efficiently within the organisation, the following organisational responsibilities have been allocated.

4.1 Chief Executive

The Chief Executive has overall responsibility for all matters relating to the pest control. This responsibility includes ensuring that all pest control matters are seen as an important priority for the Trust and addressed through comprehensive policies and procedures that are effectively implemented and appropriately resourced within the overall financial position of the Trust.

The Chief Executive will ensure that financial resources are made available to support this policy based upon a risk assessment of priorities.

4.2 Associate Director of Estates

The Associate Director of Estates is appointed as the responsible person for ensuring that the aims and objectives of the Trusts Pest Control policy are implemented and will nominate a specialist contractor to coordinate all aspects of Pest Control.

4.3 Pest Control Contractor

The specialist Pest Control Contractor as identified by the Estate and Facilities function will receive, investigate and initiate appropriate action on all reports of pest evidence or sightings of pests liaising with Infection Prevention and Control where necessary.

It is the Pest Control Contractors responsibility to ensure that all pesticides used in association with pest control will be approved in accordance with The Control of Pesticides Regulations (COPR) 1986 (as amended 1997), be strictly controlled and monitored and fully comply with the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).

The Head of Estates working with the Pest Control contractor will liaise with the ward or area based teams, along with the Infection Prevention and Control team and local authorities on any pest infestation problems

The Head of Estates will facilitate and coordinate all aspects of Pest Control management.

4.4 Managers

All managers are responsible for the implementation and monitoring of the policy within their specific area of responsibility, ensuring that, Risk assessments in relation to Pest Control are carried out, recorded and reviewed regularly;

- Ensuring that Pest Control management procedures and safe working practices resulting from them are produced, documented and implemented for their area;
- Undertaking regular monitoring and recording their findings.

4.5 Contractors

Other employers, contractors or individuals providing goods and/or services to the Trust shall be required to comply with Trust policies and procedures with regard to the management and disposal of waste.

4.6 Patients and Visitors

Patients and visitors will be alerted of all procedures in place for the safe management of all waste and will be expected to comply with all reasonable requests, relevant guidance and procedures that are pertinent to them whilst on our sites.

4.7 Employees

All employees have an individual responsibility for Pest Control management in line with their duties and working environment. Each employee or agent of the organisation has an individual responsibility to:

- Co-operate with the Trusts management in the implementation of this policy;
- Report any poor management of pest control to their supervisor/ manager;
- Report any pest activity
- To undergo appropriate training as required

5.0 Implementation

In order to implement this policy effectively there is a need to encourage all staff to play their part in the Trusts overall pest control measures. Senior management will be seen to take the lead in implementing and encouraging Pest Control awareness into everyday activities.

6.0 Reporting Arrangements

All sightings of pests or evidence of their existence should be reported in the first instance to the LPT Facilities Helpdesk on 0116 215 6630 lpt.fm@nhs.uk

The following information must be provided in all instances:-

- The location i.e. building, ward, department, clinic etc.,
- Precise location i.e. bathroom, office etc.,
- The type of pest, if known
- Signs of a pest infestation – droppings, nesting materials, gnaw marks etc
- Possible numbers and the frequency of sighting
- The name of the person reporting
- The date and time of the sighting

In the event that a satisfactory response is not received within 24 hours of the time of reporting the Responsible Person or their deputy should be contacted.

Action taken following a notification will be recorded in the pest control logbooks held on site.

7.0 General Pest Control Measures

There are some basic control measures that must be carried out to minimise the risk of pest problems. Trust staff and contractors are required to adhere to the following procedures;

- Food must always be covered and stored off of the floor. Once opened food must be either be stored in pest proof labelled containers which are cleaned before refilling or stored in the original packaging, secured with the use of

- cleansable food packaging clips.
- Food stock must be rotated frequently to ensure items do not remain in the backs of cupboards providing harbourage to pests.
- Spillages and leaks must be promptly dealt with.
- Waste should be stored in a manner suitable to prevent access by pests, disposed of in a timely manner and all waste storage locations must be kept clean and tidy.
- Accumulation of static/stagnant water must be avoided-e.g. emptying of fridge drip trays etc.
- Buildings should be of sound structure and well maintained, drains should be covered, leaking pipework repaired and damaged surfaces made good.
- Cracks in plaster and woodwork, unsealed areas around pipework, 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 should always be closed when windows are open.
- Doors to food preparation areas should be kept closed or have fitted proofing measures.
- It is the recommendation that all users of the building do **NOT** feed any birds, pests etc. It is acknowledged that there is therapeutic value and therefore it is the responsibility of the lead clinician to check for pest activity and report to LPT facilities helpdesk lpt.fm@nhs.uk
- Any Pest Control device (bait box) should not be removed or disposed of. Any damage to the device should be reported immediately to the Lead Officer via LPT facilities helpdesk lpt.fm@nhs.uk

8.0 Training

A Training needs analysis has been undertaken and this policy has identified specific training requirements.

All members of staff including those with managerial responsibilities for pest control should also receive training commensurate with their duties.

Role	Training Requirement
Contract Manager/Authorise Persons	British Pest Control Association (BPCA) General Pest Control post
Those with managerial responsibilities	BPCA Pest Control Awareness for Administrators

There is a need for training identified within this policy. In accordance with the classification of training outlined in the Trust Learning and Development Strategy this training has been identified as role development training.

The course directory will identify: who the training applies to, delivery method, the update frequency, learning outcomes and a list of available dates to access the training.

A record of the event will be recorded on Trusts learning management system. The governance group responsible for monitoring the training is Estates and Medical Equipment Group.

9.0 Pest Control Contract

In order to provide professional support and advice to the Responsible Person, the Trust will ensure that an appropriate pest control contract is in operation at all times.

10.0 Monitoring

Physical monitoring of records and treatments will be audited by the Head of Estates and the pest control contractor. Incidents will be monitored by Infection Prevention and Control, Staff Safety and Head of Estates teams.

Monitoring information will be made available to Environmental Health Officers on request.

Clinical monitoring of major infestations will be carried out by the Infection Prevention and Control Team.

11.0 Records

All records relating to pest control will be held by the Estates department Compliance Manager.

12.0 Policy Monitoring and Review

To facilitate the monitoring of this policy managers at all levels are responsible for the ongoing monitoring of activities that may impact on Pest Control management within their service/department/area of responsibility.

This policy shall be reviewed at a minimum frequency of every three years. It should also be reviewed when substantial changes occur in the organisational structure of the organisation or property portfolio or when significant changes to legislation occur.

Appendix 1

Pests that have the potential to cause problems in the hospital environment include:

- Mice,
- Rats,
- Pigeons,
- Squirrels,
- Cockroaches,
- Pharaoh Ants,
- Flies,
- Carpet Beetles,
- Bed Bugs,
- Fleas,
- Foxes.
- Rabbits.

Appendix 1a

Policy Monitoring Section

Section	Minimum Requirements to be monitored	Method for Monitoring	Responsible Individual / Group	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group). Frequency of monitoring
Not Applicable	External Environmental Health Officer undertakes inspections for food hygiene	Annual Statutory Compliance Report	EMEG	Annually
Not Applicable	Incident Reports	Review of incidents received	IPC / H&S / EFM	Bi monthly EMEG IPC Health and Safety Committee

Appendix 2 Training Requirements

Training Needs Analysis

Training topic:	Pest Control – not required
Type of training: (see study leave policy)	<input type="checkbox"/> Mandatory (must be on mandatory training register) <input type="checkbox"/> Role specific <input type="checkbox"/> Personal development
Directorate to which the training is applicable:	<input type="checkbox"/> Adult Mental Health <input type="checkbox"/> Community Health Services <input type="checkbox"/> Enabling Services <input type="checkbox"/> Families Young People Children / Learning Disability/ Autism Services <input type="checkbox"/> Hosted Services
Staff groups who require the training:	<i>None</i>
Regularity of Update requirement:	
Who is responsible for delivery of this training?	
Have resources been identified?	
Has a training plan been agreed?	
Where will completion of this training be recorded?	<input type="checkbox"/> ULearn <input type="checkbox"/> Other (please specify)
How is this training going to be monitored?	

Appendix 2 The NHS Constitution

- The NHS will provide a universal service for all based on clinical need, not ability to pay.
- The NHS will provide a comprehensive range of services.

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input type="checkbox"/>
Support and value its staff	<input type="checkbox"/>
Work together with others to ensure a seamless service for patients	<input type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input checked="" type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>

Appendix 3 Due Regard Screening Template

Section 1			
Name of activity/proposal		Establishment and effective management of pest control arrangements within Trust premises	
Date Screening commenced			
Directorate / Service carrying out the assessment		Estates and Facilities Services	
Name and role of person undertaking this Due Regard (Equality Analysis)		Richard Brown, Associated Director of Estates & Facilities	
Give an overview of the aims, objectives and purpose of the proposal:			
AIMS: To provide guidance to ensure all appropriate steps are taken to comply with the duty to manage pest activity within the Trust.			
OBJECTIVES:			
Section 2			
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details		
Age	No		
Disability	No		
Gender reassignment	No		
Marriage & Civil Partnership	No		
Pregnancy & Maternity	No		
Race	No		
Religion and Belief	No		
Sex	No		
Sexual Orientation	No		
Other equality groups?	No		
Section 3			
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.	
Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
Activity is undertaken by competently trained individuals. Management of the activity is discreet and does not impact on use or specification of facilities.			
Signed by reviewer/assessor			Date
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
Head of Service Signed		Richard Brown	Date 10/01/2019

Appendix 4 Data Privacy Impact Assessment Screening

<p>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</p> <p>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</p>		
Name of Document:	Pest Control Policy	
Completed by:	Richard Brown	
Job title	Associate Director of Estates & Facilities	Date September 2024
Screening Questions	Yes / No	Explanatory Note
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	No	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	No	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	No	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	No	
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</p>		
Data Privacy approval name:		
Date of approval		

Acknowledgement: This is based on the work of Princess Alexandra Hospital NHS Trust