

PEST CONTROL POLICY (F-023)

Version Number:	2.04
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Executive Lead (name & job title):	Peter Beckwith, Director of Finance
Name of approving body:	Health and Safety Group
Date full policy approved:	August 2012 (v2.1)
Date Ratified at Trust Board:	August 2012
Next Full Review date:	March 2026

<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	<i>H & S Group – 3 March 2023</i>
<i>Date EMT as approving body notified for information:</i>	<i>March 2023</i>

Policies should be accessed via the Trust intranet to ensure the current version is used

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1. INTRODUCTION

A pest may be defined as “any animal or plant detrimental to man or his activities”. Pest species have adapted successfully to sharing man’s environment as they need warmth, shelter, moisture and food. All these elements are available in the complex hospital buildings with interconnecting underground ducts, roof voids and cavity walls.

Pests are capable of harbouring and transmitting germs and could be connected with the spread of infection. They may cause damage to materials, equipment and building fabric. They can give offence and in some cases can provoke fear or create a nuisance, reactions which are not compatible with good patient care. It is therefore essential to have an effective Pest Control Policy.

The presence of pests can be offensive, present infection hazards, contaminate foodstuffs, damage materials and structure or be a nuisance. Once established, pests can be difficult and costly to deal with. Satisfactory standards of pest control in both clinical and non-clinical areas are an integral part of providing an optimum environment for the delivery of good quality patient care.

There is a legal 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 of an organisations premise.

The Humber Teaching NHS Foundation Trust is committed to fulfilling the requirements outlined by the Department of Health, including the Health and Social Care Act 2008 and relevant ACOPs to ensure Trust premises are free from pest infestations.

2. SCOPE

This policy applies to all Humber Teaching NHS Foundation Trust employees and any staff employed by external Contractors. The policy also applies to all Humber Teaching NHS Foundation Trust owned and leased premises and relevant documentation is available at all Trust premises. This policy relates to Duty 4 of the Health Act to provide and maintain a clean and appropriate environment for Healthcare. In addition the Humber Teaching NHS Foundation Trust recognises responsibilities outlined by the Care Quality Commission – Safety and Suitability of Premises Outcome 10.

Healthcare services are provided in environments which promote effective care and optimum health outcomes by being well designed and well maintained, with cleanliness levels in clinical and non-clinical areas that meet the National Specification for clean NHS premises.

This policy identifies the requirements of Humber Teaching NHS Foundation Trust to ensure appropriate procedures and guidance on work methods are in place to provide and maintain a pest free environment and these are defined in the Pest Control Specification to ensure the Trust achieves compliance with:

- Food Hygiene (England) Regulations 2006
- Food Safety Act 1990
- Department of Health (2015) The Health and Social Care Act 2008 Code of Practice on the prevention and control of infections and related guidance.

3. DUTIES AND RESPONSIBILITIES

Chief Executive

Is responsible for ensuring the organisation has systems and processes in place to implement this policy. To ensure this policy is reviewed at least every three years and is responsible for ensuring that directors and senior managers fulfil their obligations as indicated by this Policy.

Trust Board

Will assure itself that this policy is being implemented.

Director of Finance

Has the responsibility for ensuring that this policy is applied across the Trust for ensuring the premises owned or leased by the Trust are safe and do not present a hazard to employees and others using Trust premises for approved uses.

Deputy Director of Estates and Facilities

Has the overall responsibility for the implementation and adherence to the policy.

Estates Operations Manager

Has the general responsibility for the day to day management of the contract and procedures for pest control.

Estates Officer (Building)

Has the general responsibility for the day to day management of pest control issues across the estate.

Senior Managers

Shall be responsible for ensuring their staff are aware of the Pest Control Policy and the procedures for implementation should pests be found on Trust premises, and for ensuring the appropriate reporting procedures are adhered to.

Will ensure monitoring of Pest Control areas to ensure the policy is in operation and effective and ensure that the Pest Control procedure manual is available at each Trust premise reception for use by the Pest Control Contractors.

Managers/Team Leaders

Have the management responsibility for the implementation of the pest control policy in their working environment. The site manager/team leader must ensure that the site records file is always maintained and available for use by contractors and for inspection.

The managers/team leaders must ensure that when a pest control incident is reported to them that this is reported immediately to the estates help desk that will make the necessary arrangements for pest eradication.

For any confirmed pest infestations by the pest control contractor that may affect staff and patient care, the infection prevention and control team must be informed by the appropriate site manager

All Staff

Have a duty of care to take all responsible and practical steps to ensure that all pest control sightings are reported to their immediate line manager and to follow pest control procedures and also to ensure the working environment discourages the infestation of pests.

4. PROCEDURES RELATING TO THIS POLICY

The Trust has a very comprehensive pest control contract in place with a preferred provider, which is based on a specification for site visits which is reviewed on an annual basis.

The Trust premises are covered by a specification and within every Trust premise there are pest control record folders provided by the contractor, who visits all sites on a regular basis as required by the trust contract document.

The Trust's estates operations manager and estates officer (building) will receive reports on a

regular basis, particularly if any untoward activity in pests is found.

The estates maintenance team will assist with the implementation of the contract, and deal with any subsequent requests that follow on from the regular inspections.

The information relating to each Trust site and pest control information is the responsibility of the site manager and information is usually kept at a reception office for ease of monitoring the information within these files.

If the pest control contractor needs to use any insecticides to eradicate pests, the contractor will notify the estates helpdesk and also the ward/site manager to ensure suitable arrangements are introduced.

Responsibilities are assigned to individuals within the estates organisational structure and these are defined in the job descriptions which are regularly reviewed.

All pest sightings from any Trust premises must be reported via the defect reporting system to the estates help desk preferably via the web portal or by telephone: 01482 477877 (option 2) and they will then take the appropriate action of reporting the same to the pest control contractors.

All pest control sighting emergencies out of normal hours can be reported if required, via the estates on-call team. telephone 01482 477877 (option 2) and press 1 to transfer to the night switchboard at Miranda House to obtain the on call estates staff or press 2 and leave a message to be actioned the next working day for non-urgent calls.

For any infestation confirmed by the pest control contractor that may affect staff or patient care, the infection prevention and control team must be informed by the appropriate site manager.

Should there be a need for the pest control contractor to make return visits to control the pests; this must be reported to the estates maintenance team for authorisation and reporting. the pest control contractor will report when the pest infestation has been cleared and safe.

A six monthly meeting with the pest control contractor will take place to monitor the contract procedures and to report on the previous six months' activity.

5. EQUALITY AND DIVERSITY

The Trust aims to ensure that all of its policies are equitable with regard to age, disability, gender, race, religion and belief or sexual orientation.

An Equality Impact Assessment has been carried out by the author that confirms that this policy does not impact on any equality group (Appendix 2).

6. IMPLEMENTATION AND MONITORING

This policy will be disseminated and resourced via the Trust intranet.

The monitoring and audit of all pest control information and works carried out in the Trust is managed by the estates maintenance department. This is by inspection of the works completed by the pest control contractor, by random site checks on a six-monthly basis by the estates operations manager or nominated deputy.

In consultation with the pest control contractor, estates will identify all health and safety requirements associated with the works being undertaken. They will also be responsible for co-ordinating the work with any other parties, and will personally undertake the following:

- Define the work that has to be done including the task, the place of work and any associated issues.
- Consider the hazards that are likely to be introduced by the contractors work and any risks arising from Trust activities affecting the contractor.
- Contact the service/departmental manager where the work is being undertaken, to ascertain whether any additional precautions need to be considered.
- Determine whether it is reasonably practicable to segregate the contractor's work from other activities taking place, either by scheduling the work out of hours or by physical separation.
- Obtain detailed work plans from the contractor and review the contractor's risk assessments and method statements for the work.
- Ensure that Health and Safety requirements are included within any written contract or formal agreements which pertinent to the works.

7. TRAINING AND SUPPORT

Those who are appointed to carry out site works and control measures will be suitably trained to ensure that tasks are carried out in a safe and competent manner.

8. REFERENCE TO ANY SUPPORTING DOCUMENTS

Department of Health documentation on Infection and Pest Control

British Pest Control Association <https://bpca.org.uk/>

Bat Conservation Trust <https://www.bats.org.uk/the-trust/contact-us>

The National Pest Technicians Association <http://www.npta.org.uk/>

East Riding of Yorkshire Council, Pest Control- <https://www.eastriding.gov.uk/environment/pests-dogs-and-animals/pests/>

Hull City Council, Pest Control <http://www.hull.gov.uk/pests>

9. MONITORING COMPLIANCE

This policy will be reviewed on an annual basis by the estates operations manager in consultation with the

APPENDIX 1: DOCUMENT CONTROL SHEET

This document control sheet, when presented to an approving committee must be completed in full to provide assurance to the approving committee.

Document Type	Policy		
Document Purpose	To ensure that Trust locations with Pest Control requirements are known and that effective management procedures are in place.		
Consultation/ Peer Review:	Date:	Group/Individual	
List in right hand columns consultation groups and dates	February 2023	Health and Safety Group	
	February 2023	Steven Leeman, Estates Operations Manager	
Approving Committee:	N/A	Date of Approval:	N/A
Ratified at:	Health and Safety Group	Date of Ratification:	February 2023
Training Needs Analysis: (please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)	N/A	Financial Resource Impact	N/A
Equality Impact Assessment undertaken?	Yes [<input checked="" type="checkbox"/>]	No [<input type="checkbox"/>]	N/A [<input type="checkbox"/>] Rationale:
Publication and Dissemination	Intranet [<input checked="" type="checkbox"/>]	Internet [<input type="checkbox"/>]	Staff Email [<input type="checkbox"/>]
Master version held by:	Author [<input checked="" type="checkbox"/>]	HealthAssure [<input checked="" type="checkbox"/>]	
Implementation:	Describe implementation plans below - to be delivered by the author:		
	Integral to current duties of Estates Management Team		
Monitoring and Compliance:	Frequent review by Estates Operations Manager and Deputy Director of Estates and Facilities. Amended as and when new legislation requires, or in line with good practice.		

Document Change History:			
Version Number/Name of procedural document this supersedes	Type of Change i.e. Review/Legislation	Date	Details of Change and approving group or Executive Lead (if done outside of the formal revision process)
2.01	Review	06/08/12	Reviewed – minor changes regarding job titles and roles
2.02	Review	19/04/17	Reviewed – incorporation of ISCC member comments
2.03	Review	13/02/20	Revised to updated Trust format
2.04	Review	27/01/23	Revised with minor changes and formatted

APPENDIX 2: EQUALITY IMPACT ASSESSMENT (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: **Pest Control Policy**
2. EIA Reviewer (name, job title, base and contact details): **Steven Leeman, Estates Operations Manager, Estates Dept, Mary Seacole Building, Willerby Hill. Tel: 07 900 900 217**
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? **Policy**

<p>Main Aims of the Document, Process or Service</p> <p>To ensure that a transparent consistent process is in place for Pest Control at Humber Teaching NHS Foundation Trust.</p> <p>To achieve a duty of care for Trust staff based in properties which are owned and maintained by others, and to achieve an effective multi-disciplinary response and oversight for Pest Control requirements and works undertaken as part of capital project and planned maintenance, the Policy identifies the forums, processes and individuals who have responsibilities and duties.</p>
<p>Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma</p>

<p>Equality Target Group</p> <ol style="list-style-type: none"> 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment 	<p>Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?</p> <p>Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)</p>	<p>How have you arrived at the equality impact score?</p> <ol style="list-style-type: none"> a) who have you consulted with b) what have they said c) what information or data have you used d) where are the gaps in your analysis e) how will your document/process or service promote equality and diversity good practice
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	In consultation with the pest control contractor, estates will identify all health and safety requirements associated with the works being undertaken. They will also be responsible for coordinating the work with any other parties,
Disability	Where the impairment has a substantial and long-term adverse effect on the ability of the person to carry out their day-to-day activities: Sensory Physical Learning Mental health (Including cancer, HIV, multiple sclerosis)	Low	Policy applies for all groups and is applicable across all of our estate, irrespective of specific patient profile.
Sex	Men/Male Women/Female	Low	Not gender specific.
Marriage/Civil Partnership		Low	Policy applies for all groups and is applicable across all our estate, irrespective of specific patient profile.
Pregnancy/Maternity		Low	Policy applies for all groups and is applicable across all our estate, irrespective of specific patient profile.
Race	Colour Nationality Ethnic/national origins	Low	Policy applies for all groups and is applicable across all our estate, irrespective of specific patient profile.

Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Policy applies for all groups and is applicable across all our estate, irrespective of specific patient profile.
Sexual Orientation	Lesbian Gay Men Bisexual	Low	Policy applies for all groups and is applicable across all our estate, irrespective of specific patient profile.
Gender reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Policy applies for all groups and is applicable across all our estate, irrespective of specific patient profile.

Summary

<p>Please describe the main points/actions arising from your assessment that supports your decision above:</p> <p>This is an organisational policy with respect to pest control for Humber Teaching NHS Foundation Trust.</p> <p>In conjunction with a multi-disciplinary approach and consultation with senior staff, Trust sites, relevant managers, and the preferred contractor standards will be followed to ensure that buildings are clean, safe, and free of infestations, and should any pests be reported these are dealt with according to said policy.</p>	
EIA Reviewer: Steven Leeman Estates Operations Manager	
Date completed: February 2023	Signature: 