

**Homerton University Hospital NHS Foundation Trust
Pest Control Policy**

Author	Jon Facer, Head of Facilities
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1. Summary

This policy aims to address the needs of the organisation in relation to the management of pest control problems as they arise. The policy provides useful information for all staff in the pest control process and reporting.

2. Introduction

There are a number of animals that can be considered pests within the Healthcare setting and have the potential to cause disease or harm. These can range from mammals, such as foxes, mice, rats and squirrels; insects such as ants, pharaoh ants, cockroaches, beetles, wasps and spiders; parasites such as bed bugs, mites, lice and some birds, including pigeons.

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 clinical and non-clinical areas are an integral part of providing an optimum environment for the delivery of good quality patient care and minimise the risk of Health Care Associated Infections.

HUHFT is committed to meeting the obligations under the Health and Social Care Act 2008 by ensuring that procedures are in place to prevent the risk of pest infestation in all food storage, distribution and catering areas and to ensure high standards of pest control in all other areas to minimise the risk of HCAI.

The Trust recognises its common law duty of care, as well as the legal duties as an employer under the Health and Safety at Work etc Act 1974 and all relevant associated pieces of health and safety legislation, to protect the health, safety and welfare of its employees, patients and other people including contracted workers.

Pest control is a specialist problem, which requires immediate attention. HUHFT provides a Pest Control service via its Contractor, who subcontracts to a Specialist operator.

3. Scope

This policy applies to all those working in the Trust, in whatever capacity. A failure to follow the requirements of the policy may result in investigation and management action being taken as considered appropriate. This may include formal action in line with the Trust's disciplinary or capability procedures for Trust employees; and other action in relation to other workers, which may result in the termination of an assignment, placement, secondment or honorary arrangement

The key objectives of the service are:

- To provide a reactive and programmed pest control service across the Trust sites, including all land, property and buildings.
- To provide the Trust with a technical and fully operational comprehensive Pest Control service.
- To ensure that effective and economic pest control measures are implemented in accordance with the Trust's provision of Patient care.
- To ensure that pest control services are provided in such a way as to minimise their effect on the environment.

4. Roles and responsibilities

Director of Environment

To take responsibility for the development and delivery of effective pest control management and to act as the Trust appointed Director in all matters related to pest control.

Facilities Monitoring Officer

To ensure that systems are in place for the collection of data pertaining to user requests and that adequate visits are scheduled by the appointed pest control company to facilitate a good standard of pest control.

Staff

All Trust staff to be responsible for promoting cleanliness in their areas of work and for the reporting of pest problems expeditiously to the helpdesk.

Pest Control Contractor

To undertake a proactive pest control management service that provides a quick response to both routine and urgent requests.

5. Reporting

All sightings of pests or evidence of their existence should be reported in the first instance to the Facilities Department Helpdesk at the earliest opportunity. The information required will be:

- Location i.e. ward, department, clinics etc.
- Precise location i.e. bathroom, office etc. (including room door number)
- Type of pest if known
- Possible numbers of and the frequency of sighting
- Name and contact number of the person reporting
- Date and time of sighting

Pest control points of call:

- I. Facilities helpdesk, available on 0208 510 7777, operates Monday to Friday between 8am and 5pm. Facilities will contact the contracted pest control company. All notifications will be recorded in the pest control record book held in Facilities office.
- II. Outside of normal working hours (as above) the contractor can be reached directly on 0845 094 0845. Contact details are subject to change, and details are updated on the Trust intranet (Our services>Services A-Z>Facilities, <http://intranet/our-services/services-a-z/facilities/out-of-hours/>) along with emergency call number (07980 621 551) and criteria for such call.
- III. Advice or escalation requiring issues can be forwarded to departmental dedicated email address: Facilities.Department@homerton.nhs.uk.

6. Pest Control Service

- All complaints regarding sighting of pests will be responded to within the service response times within the service specification.
- Complaints and service requests are to be recorded, investigated and actioned promptly in accordance with the Pest control specification document.
- Recurring or persistent pest infestation may require more comprehensive action and a report and recommendations should be provided to the Trust by the Pest Control contractor in such instances.
- All service provided will be in compliance with all relevant legislation and codes of practice applicable to pest control services, chemicals, products and practices.

7. The Wildlife and Countryside Act 1981 (WCA)

The WCA as amended gives special protection to certain wild animals. The Trust is, therefore, prohibited from intentionally killing, injuring, taking or disturbing any of the following wild animals:

- Bats
- Crickets
- Sand lizards
- Slow worms
- Snakes
- Common frogs and toads

The Trust is also prohibited from destroying, damaging or obstructing access to any structure or place used by any of the above animals for shelter or protection.

The Trust is allowed to carry out certain bird control activities, including the culling of pigeons and gulls to preserve public health under the authority of licenses issued to the specialist pest control contractor, including using cage traps and shooting with a gun having a muzzle diameter of less than 1.25 in. These licenses must be available for the Trust's authorised officer to inspect at any time.

8. Safe use of Pest Control Products & materials

- Only approved pesticides may be used on the Trusts premises.
- All pesticides and other materials must be stored securely and labelled clearly.
- COSHH assessments and records must be maintained and be available for inspection if required.
- Pest control treatment must always be carried out by the safest means. If it is unsafe to carry out treatment pest control staff will refuse to do so.
- Following treatment devices should be removed.

9. Pest Control Advice

- Pest Control Contractors staff are expected to provide advice on most appropriate pest control treatments, housekeeping, proofing of buildings and identification of pests.
- Such advice may be provided verbally or in writing or both. It is expected that a written report is provided on each maintenance visit.
- Should the particular problem be outside the scope of the current contract for pest control, the contractor will be expected to provide a quote for the work but there will be no guarantee that the Trust accepts the quote or remedy proposed.

10. Monitoring & Audit

This Policy should be kept under review in the light of changing circumstances and requirements. As a minimum it should be reviewed routinely every three years. If there are significant changes this policy should be forwarded to the infection control committee for endorsement or approval before submission and final approval by Trust Policy Group. The processes for monitoring compliance with this procedure are outlined in the table below:

Measurable Policy Objective	Monitoring / Audit	Frequency of monitoring	Responsibility for performing the monitoring	Monitoring reported to which groups/committees, inc responsibility for reviewing action plans
Pest related helpdesk queries are managed appropriately	Review of all pest helpdesk queries	Monthly	Monitoring Officer	Infection Control Committee

Equalities Impact Assessment

This checklist should be completed for all new Corporate Policies and procedures to understand their potential impact on equalities and assure equality in service delivery and employment.

Policy/Service Name:	Pest Control Policy
Author:	Jon Facer
Role:	Head of Facilities
Directorate:	Environment
Date	December 2014

Equalities Impact Assessment Question	Yes	No	Comment
1. How does the attached policy/service fit into the trusts overall aims?			This assists the Trust in maintaining a clean & safe environment
2. How will the policy/service be implemented?			Service is already in existence & policy uploaded to intranet
3. What outcomes are intended by implementing the policy/delivering the service?			Best management of pest problems
4. How will the above outcomes be measured?			Monthly monitoring of all incidents
5. Who are they key stakeholders in respect of this policy/service and how have they been involved?			All Trust staff
6. Does this policy/service impact on other policies or services and is that impact understood?		X	
7. Does this policy/service impact on other agencies and is that impact understood?		X	
8. Is there any data on the policy or service that will help inform the EqIA?		X	
9. Are there are information gaps, and how will they be addressed/what additional information is required?		X	
10. Does the policy or service development have an adverse impact on any particular group?		X	

Equalities Impact Assessment Question	Yes	No	Comment
11. Could the way the policy is carried out have an adverse impact on equality of opportunity or good relations between different groups?		X	
12. Where an adverse impact has been identified can changes be made to minimise it?		N/A	
13. Is the policy directly or indirectly discriminatory, and can the latter be justified?		X	
14. Is the policy intended to increase equality of opportunity by permitting Positive Action or Reasonable Adjustment? If so is this lawful?		X	

EQUALITIES IMPACT ASSESSMENT FOR POLICIES AND PROCEDURES

If any of the questions are answered 'yes', then the proposed policy is likely to be relevant to the Trust's responsibilities under the equalities duties. Please provide the ratifying committee with information on why 'yes' answers were given and whether or not this is justifiable for clinical reasons. The author should consult with the Director of HR & Environment to develop a more detailed assessment of the Policy's impact and, where appropriate, design monitoring and reporting systems if there is any uncertainty.

A copy of the completed form should be submitted to the ratifying committee when submitting the document for ratification. The Committee will inform you if they perceive the Impact to be sufficient that a more detailed assessment is required. In this instance, the result of this impact assessment and any further work should be summarised in the body of the Policy and support will be given to ensure that the policy promotes equality.

Policy Submission Form

Policy Submission Form

To be completed and attached to any policy or procedure submitted to the Trust Policy Group

1 Details of policy		
1.1	Title of Policy:	Pest Control Policy
1.2	Lead Executive Director	
1.3	Author/Title	Jon Facer Head of Facilities
1.4	Lead Sub Committee	Infection Control Committee
1.5	Reason for Policy	Control of pests found to be located within Trust grounds and buildings
1.6	Who does policy affect?	All staff
1.7	Are national guidelines/codes of practice incorporated?	Yes
1.8	Has an Equality Impact Assessment been carried out?	Yes
2 Information Collation		
2.1	Where was Policy information obtained from?	Pest control contractors, parliamentary acts
3 Policy Management		
3.1	Is there a requirement for a new or revised management structure if the policy is implemented?	No
3.2	If YES attach a copy to this form	N/A
3.3	If NO explain why	Existing structure adequate
4 Consultation Process		
4.1	Was there internal/external consultation?	Yes
4.2	List groups/Persons involved	Heads of Departments, Lead Nurses, Infection Control Team, Facilities staff
4.3	Have internal/external comments been duly considered?	Yes
4.4	Date approved by relevant Sub-committee	
4.5	Signature of Sub committee chair	

5	Implementation	
5.1	How and to whom will the policy be distributed?	Via intranet to all staff
5.2	If there are implementation requirements such as training please detail?	None required
5.3	What is the cost of implementation and how will this be funded?	Nil
6	Monitoring	
6.1	List the key performance indicators e.g. core standards	Code of Practise for health and social care on the prevention and control of infections CQC outcome 8
6.2	How will this be monitored and/or audited?	Monitoring report on all incidents reported
6.3	Frequency of Monitoring/Audit	Monthly

Date Policy approved by Trust Policy Group

.....29/4/15.....

Signature of Trust Policy Group Chair

.....*Paul R. Adam*.....