1 Introduction

The policy relates to the provision of a pest control service to all properties within the Newcastle upon Tyne Hospitals NHS Trust. Pests encountered in health care premises are not specific disease carriers however many of these pests have the ability to carry bacteria within their gut or on their bodies. It is therefore desirable to create a pest free environment but the resilience of some species and their ability to survive make this a difficult task.

Pests can be divided into three distinct groups:
1. Crawling Insects:- cockroaches, house crickets, silverfish, garden ants etc.
2. Rodents:- rats and mice
3. Exotic Ants:- Pharoah’s ant.

2 Scope

The policy applies to all premises which are owned or managed by the Newcastle upon Tyne Hospitals NHS Foundation Trust.

3 Aims

The aim of the policy to is ensure that, as far as possible, pests within the Trust’s premises are kept to an absolute minimum with the ideal being eradication but due to the resilience and persistence of some species this ideal is impossible to achieve.

4 Duties (Roles and responsibilities)

4.1 The Executive Team is accountable to the Trust Board for ensuring Trust wide compliance with this policy.

4.2 The Director of Estates is responsible to the Executive Team for ensuring the implementation of the policy.

4.3 Managers are responsible for ensuring policy implementation and promoting awareness of the policy amongst their employees.

4.4 The Estates Manager Operations Building or Site Manager (Authorised Officer) for each property is responsible for advising on best practise, day to day implementation of the policy and periodic monitoring of performance of the Pest Control Contactor. They will ensure that all necessary information is cascaded to the relevant staff. They will consult with Infection Prevention
Control and the Health and Safety Advisor before permitting the use of any non-specified pesticides. They will initiate and support any remedial works required for pest prevention and control.

4.5 The Estates Department are responsible for maintaining an up to date contract with an appropriate Pest Control Contractor.

4.6 The Estates Helpdesk will receive all reports of sightings or evidence of pests. They will enter the details of such notifications into the Jobseeker system, (type, location and time). They will then report the call to the pest control contractor. The details will be printed out from Jobseeker, filed and the files kept in the Helpdesk Office.

4.7 The Pest Control Contractor attends site, takes appropriate action, completes a service report which is then filed in the Helpdesk Office.

4.8 The Pest Control Contractor shall rid the premises of the pests using only approved pesticides and maintain the locations to the required standard for the duration of the contract. The contractor will also respond to unscheduled requests to effectively rid the premises of further pests. The contractor will supply all goods and materials to carry out the service. Any use of smoke, dust or fog forming formulations shall be notified to the SBO or relevant Patient Services Co-ordinator in their capacity as Site Manager beforehand and the methods and timing agreed.

4.9 After every site visit the Contractor shall provide a service report detailing:-
- Time and date of visit
- Type of visit i.e. routine, call out or follow up.
- Location inspected or visited
- Evidence of pests
- Products used their HSE reference number and quantity.
- Any proofing, housekeeping or hygiene recommendations to eliminate causes of infestation.
- Any precautions to be observed by Trust staff as a result of action by the Contractor
- Service Specialist signature.

4.10 All staff have a duty to report sightings of pests, or the suspected presence of pests in accordance with this policy. Staff must adhere to the guidance outlined in section 6 regarding basic pest prevention and control measures.

5 Definitions

- Pesticide: - a chemical used to destroy insects and other pests such as rodents
- Insecticide: - a chemical used specifically to destroy insects
- Rodenticide: - a chemical used specifically to destroy rodents
- Harbourage: - a refuge or shelter for pests (in this document)
- Infestation: - an invasion of unwanted pests.
6 Reporting

a. All sightings or evidence of pests should be reported to the Helpdesk (Telephone extension 21000 or 0191 2821000) at the earliest opportunity.

b. Outside of normal working hours, in an emergency, the report should be made to the appropriate on call builder.

c. The contractor will be notified of the sighting report. Depending on the nature and circumstances of the sighting, the on-call builder will decide if the contractor should attend out of hours, or wait until office hours. The contractor shall attend site to carry out treatment within twenty four hours of the notification.

d. Reports of pests should include
   • Location, i.e. ward, department, clinic etc.
   • Precise location i.e. bathroom office etc.
   • Type of pest if known.
   • Possible numbers and frequency of sighting
   • The name of the person reporting
   • The date and time of sighting.

6.1 Basic Pest Prevention and Control Measures
   • Food should be covered or stored in airtight pest proof containers
   • Spillages should be promptly removed.
   • Waste should be stored in a manner suitable to prevent access by pests
   • Where food waste is concerned; plastic bin liners should always be used.
   • Waste containers should be cleaned regularly to prevent a build up of soil which may attract flies.
   • Accumulations of static/stagnant water should be avoided.
   • Buildings should be of sound structure and well maintained. Drains should be covered; leaking pipework repaired and damaged surfaces made good. Defects should be reported to the Estates Helpline.
   • Cracks in plaster and woodwork, unsealed areas around pipework, damaged tiles and badly fitted equipment are all likely to provide excellent harbourage and therefore should be maintained in a stable condition.
   • Where fitted fly screens should always be closed when windows are open.
   • Doors to food preparation areas should always be kept closed.
   • Food kept in ward beverage bays should be regularly checked and discarded if out of date.
   • Treatment with insecticides and rodenticides is seldom sufficient; attention must be paid to good hygiene and structure maintenance.

6.2 Pest Groups (as specified in the contract)
   • Rodents, common rat (Rattus Norvegicus), Ship Rat (Rattus Rattus) house mouse (Mus domesticus)
   • Crawling insects All species of cockroach (Blattaria) House cricket (Acheta domesticus)
   • Exotic ants Pharoahs Ants (Monomorium Pharaonis)
There is obviously a potential for the presence of other pests these are the most common encountered within the Trust. Any other pests which appear are dealt with extra contractually by the contractor including pigeons etc.

6.3 List of approved pesticides

This section lists the pesticides which may be used by the contractor. They have all been approved by the Health and Safety Executive under the Control of Pesticides Regulations.

6.4 General Purpose Rodenticides

<table>
<thead>
<tr>
<th>Trade name</th>
<th>Active ingredient</th>
<th>Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solo blox</td>
<td>Brodifacoum 0.005%</td>
<td>HSE 7038</td>
</tr>
<tr>
<td>Klerat</td>
<td>Brodifacoum 0.005%</td>
<td>HSE 6703</td>
</tr>
<tr>
<td>Contac Blox</td>
<td>Bromadiolone 0.005%</td>
<td>HSE 6718</td>
</tr>
<tr>
<td>Roban Okta Blok</td>
<td>Difenacoum 0.005%</td>
<td>HSE 7474</td>
</tr>
<tr>
<td>Paragon Difenacoum Bait</td>
<td>Difenacoum 0.005%</td>
<td>HSE 8200</td>
</tr>
<tr>
<td>Roban Contact Gel</td>
<td>Difenacoum 0.1%</td>
<td>HSE 8378</td>
</tr>
<tr>
<td>Deadline Contact Dust</td>
<td>Bromadiolone 0.15%</td>
<td>HSE 6722</td>
</tr>
<tr>
<td>Roban Pasta Bait</td>
<td>Difenacoum 0.005%</td>
<td>HSE 8116</td>
</tr>
<tr>
<td>Sakarat D Wax Bait</td>
<td>Difenacoum 0.005%</td>
<td>HSE 7489</td>
</tr>
<tr>
<td>Roban Concentrate</td>
<td>Difenacoum 0.25%</td>
<td>HSE 7452</td>
</tr>
</tbody>
</table>

6.5 General Purpose Insecticides

<table>
<thead>
<tr>
<th>Trade name</th>
<th>Active ingredient</th>
<th>Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EcoAlpha</td>
<td>Alpha-cypermethrin 5%</td>
<td>HSE 7680</td>
</tr>
<tr>
<td></td>
<td>Tetramethrin 5%</td>
<td></td>
</tr>
<tr>
<td>Ficam W</td>
<td>Bendiocarb 80%</td>
<td>HSE 5390</td>
</tr>
<tr>
<td>Aquaply</td>
<td>Synergised pyrethrins</td>
<td>HSE 5799</td>
</tr>
<tr>
<td>Ficam D</td>
<td>Bendiocarb 1%</td>
<td>HSE 4829</td>
</tr>
<tr>
<td>Dia -Secticide</td>
<td>Diatomaceous Earth</td>
<td>Exempt</td>
</tr>
<tr>
<td></td>
<td>Diatom</td>
<td></td>
</tr>
<tr>
<td>Digrain Ant Gel</td>
<td>Permethrin 0.5%</td>
<td>HSE 7621</td>
</tr>
<tr>
<td>Maxforce White IC</td>
<td>Imidaclorid 2.15%</td>
<td>HSE 8320</td>
</tr>
<tr>
<td>Digrain Control</td>
<td>Tetramethrin 0.24%</td>
<td>HSE 7493</td>
</tr>
<tr>
<td></td>
<td>Permethrin 0.25%</td>
<td></td>
</tr>
<tr>
<td>Digrain One Shot</td>
<td>Permethrin 1.46%</td>
<td>HSE 7711</td>
</tr>
<tr>
<td>Sorex Wasp Nest Destroyer MK2</td>
<td>Tetramethrin 0.05%</td>
<td>HSE 8275</td>
</tr>
</tbody>
</table>

7 Training

No specific training is necessary to comply with the policy however it will be covered in the induction process for new starters.
8 Equality and Diversity

The Trust is committed to ensuring that, as far as reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds. This document has been appropriately assessed.

9 Monitoring

<table>
<thead>
<tr>
<th>Standard / Process / Issue</th>
<th>Monitoring and Audit</th>
<th>Committee</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring the number of infestations, response times and the need for repeat visits to ensure compliance with the contract.</td>
<td>Report to assess the number of infestations notified per month (using “Jobseeker” •The number of reported sightings dealt with within twenty four hours of contractor notification.</td>
<td>Estates Manager(s) Operations: Building</td>
<td>Six-monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineering and Building meeting</td>
<td></td>
</tr>
</tbody>
</table>

10 Consultation and Review

This policy will be reviewed every two years. Comments, queries and suggested amendments should be made to the Estates Manager Operations Building. The policy will be approved within the Estates department through the governance process (Estates Risk and Governance Group) and ratified by the Trust Infection Prevention and Committee.

11 Policy Implementation

Copies of the policy will be available via the Trust Intranet.

12 References

- The Newcastle upon Hospitals NHS Foundation Trust Contract for the Provision of Pest Control Services from 1st April 2011 to 31st September 2017.
The Newcastle upon Tyne Hospitals NHS Foundation Trust

Equality Analysis  Form A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

PART 1

1. **Assessment Date:** 26/07/2017

2. **Name of policy / strategy / service:** Pest Control Policy

3. **Name and designation of Author:**
   David Pratt, Estates Manager Operations Building

4. **Names & designations of those involved in the impact analysis screening process:**
   David Pratt, Estates Manager Operations Building, Lucy Hall Equality and Diversity Lead

5. **Is this a:**
   - Policy [X]
   - Strategy [ ]
   - Service [ ]

   **Is this:**
   - New [ ]
   - Revised [X]

   **Who is affected**
   - Employees [ ]
   - Service Users [ ]
   - Wider Community [X]

6. **What are the main aims, objectives of the policy, strategy, or service and the intended outcomes?** *(These can be cut and pasted from your policy)*
   The policy relates to the provision of a pest control service to all properties within the Newcastle upon Tyne Hospitals NHS Trust. Pests encountered in health care premises are not specific disease carriers however many of these pests have the ability to carry bacteria within their gut or on their bodies. It is therefore desirable to create a pest free environment but the resilience of some species and their ability to survive make this a difficult task. The aim of the policy to is ensure that, as far as possible, pests within the Trust’s premises are kept to an absolute minimum with the ideal being eradication but due to the resilience and persistence of some species this ideal is impossible to achieve.

7. **Does this policy, strategy, or service have any equality implications?** Yes [X] No [ ]

If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:
### 8. Summary of evidence related to protected characteristics

<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Evidence, i.e. What evidence do you have that the Trust is meeting the needs of people in various protected Groups</th>
<th>Does evidence/engagement highlight areas of direct or indirect discrimination? If yes describe steps to be taken to address (by whom, completion date and review date)</th>
<th>Does the evidence highlight any areas to advance opportunities or foster good relations. If yes what steps will be taken? (by whom, completion date and review date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race / Ethnic origin (including gypsies and travellers)</td>
<td>Interpreting service</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sex (male/ female)</td>
<td>None relevant to this policy</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Religion and Belief</td>
<td>None relevant to this policy</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sexual orientation including lesbian, gay and bisexual people</td>
<td>None relevant to this policy</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Age</td>
<td>Risk assessments related to children and older people’s safety</td>
<td>Children and older people with conditions such as dementia may be at greater risk of inappropriate contact with chemicals.</td>
<td>Include risk assessment as part of the policy. DP Aug 2017</td>
</tr>
<tr>
<td>Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section</td>
<td>Interpreting service Learning Disability Liaison Nurse Team. Risk assessments related to disability</td>
<td>People with some medical conditions and disabilities may be affected by exposure to chemicals.</td>
<td>Include exposure risks within the policy and risk assessment as part of the policy. DP Aug 2017</td>
</tr>
<tr>
<td>Gender Re-assignment</td>
<td>None relevant to this policy</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Marriage and Civil Partnership</td>
<td>None relevant to this policy</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Maternity / Pregnancy</td>
<td>Risk assessments related to pregnancy.</td>
<td>Pregnant women may be affected by exposure to chemicals.</td>
<td>Include exposure risks within the policy and risk assessment as part of the policy. DP Aug 2017</td>
</tr>
</tbody>
</table>

### 9. Are there any gaps in the evidence outlined above? If ‘yes’ how will these be rectified?

No

### 10. Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.
Do you require further engagement? Yes ☐ No ☒

11. Could the policy, strategy or service have a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?)

Inappropriate use of chemicals could cause harm. This has been considered in the policy.

PART 2

Name: David Pratt

Date of completion: 26.07.2017

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified, please refer to the Policy Author identified above, together with any suggestions for action required to avoid/reduce the impact.)