



**Joint Policy for Cumbria Partnership Foundation Trust & North Cumbria
University Hospital NHS Trust**

**Policy Title: PEST CONTROL POLICY AND PROCEDURE
(Joint)**

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Policy On A Page

SUMMARY & AIM

It is the policy of North Cumbria University Hospital Trust and Cumbria Partnership NHS Foundation Trust (the Trusts) to prevent Pest Infestation. This policy will ensure that all preventative measures are undertaken within the Trust premises. This Policy is to be read in conjunction with:-

The pesticide regulations made under the Food and Environment Protection Act (FEPA) 1985 Part 111. The control under section 16 of the act describes the aims as being:

- Protect the health of human beings, creatures and plants
- Safeguard the environment
- Secure safe, efficient and human methods of controlling pest
- Make information about pesticides available to the public.

This Policy should be read in conjunction with:

- Infection Prevention Standard Precaution Policy
- Incident Reporting Policy.

TARGET AUDIENCE:

This policy applies to all Trust staff and those who provide a service under contract with Trusts.

TRAINING:

Staff will be updated via mandatory training, line managers and the policy will be available on Trust Intranet.

KEY REQUIREMENTS

1. All waste must be segregated and placed in the correct seal waste bins.
2. To ensure correct fly killers are installed in food preparation areas.
3. All areas should be kept clear of rubbish and food debris, and that waste spillages must be cleaned up immediately.
4. Buildings should be of sound structure and well maintained and proofing recommendations made by the pest control contractor should be completed within an acceptable timeframe.
5. A pest control contracted service is to be in place covering all relative locations, and managed with Estates/Facilities.
6. It is the responsibility of all Trust staff to report pest issues.

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1. INTRODUCTION

The presence of pests can be offensive, present infection hazards, contaminate foodstuffs, damage materials and structures 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.

2. PURPOSE

The Trusts recognise their legal obligation to take necessary measures to prevent the risk of pest infestation in all Trust owned premises, as well as their legal duties as an employer under the Health & Safety at Work 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 attendees to site including contracted workers.

The Trusts are also committed to meeting their obligations under the “Health and Social Care Act 2008; code of practice for health and adult social care on the prevention and control of infections and related guidance”, by ensuring 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.

The Trusts and their appointed pest control contractors will adopt procedures to ensure that it is pest free in all Trust owned premises by pro-actively following a programme.

3. POLICY DETAILS

It is the intention of this policy to provide a guidance to ensure that all appropriate steps are taken to comply with the duty to manage pest activity within the organization and to comply with pest control related legislation, approved codes of practice, guidance and relevant standards. Pest control is required to; prevent spread of disease, prevent wastage and contamination of food, prevent damage, comply with the law. If pests become established they can prove difficult and costly to deal with. 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 Trusts recognize their 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 and monitor procedures and management systems 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. Please refer to [Appendix 1](#) for individual pests and wildlife

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3.1 Basic Pest Control Measures

The Trusts will ensure that all basic pest control measures are in place and adhered to:-

- Food should be covered or stored in accordance with the Food Safety Act 2006 and in pest proof containers
- Spillages should be promptly removed
- Waste should be stored in a manner suitable to prevent access to pests
- Accumulation of static/stagnant water 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 Helpdesk, West Cumberland Hospital on extension 23799 and the Interserve Helpdesk, Cumberland Infirmary on Ext 13434
- Cracks in plaster and woodwork, unsealed areas around pipe work, damaged tiles, badly fitted equipment and kitchen units are likely to provide excellent harbourage and any such defects should be reported immediately
- Doors to food preparation areas should be kept closed at all times
- Food kept in ward pantries should be checked daily and discarded if out of date
- Treatment with insecticides and rodenticides alone is seldom sufficient; attention must be paid to good hygiene and structural maintenance.

3.2 Pest Control Contract

The Trust will ensure that an appropriate pest control contract is in operation at all times. The pest control contract will be monitored by the nominated Pest Control Officer. The contractor will perform the contract in accordance with the Code of Practice of the British Pest Control Association (BPCA). The service shall be carried out in an appropriate manner to the entire satisfaction of the Trusts nominated Pest Control Officers. The nominated contractor will be required to carry out routine inspections Trust sites at frequencies agreed with the nominated Pest Control Officer. The contractor will be required to agree the exact date and time of each inspection with the nominated Pest Control Officer or Deputy. On each inspection visit, the contractor will be required to check all insect monitor stations and all rodent bait stations, together with a general inspection of high risk areas, for signs of any pest activity. The contractor shall provide written report of every visit whether emergency or otherwise, this report shall detail:-

- The date and time of the visit
- The type of visit i.e. routine, emergency, follow-up or job work
- The locations inspected and/or treated
- Any evidence of infestation including both the scientific name and general term for the pest. This applies to scheduled and non scheduled pests
- The type of treatment carried out including the common name of the pesticide and the amount used
- Any proofing, housekeeping or hygiene recommendations to eliminate causes of infestation

- Any precautions necessary to be observed by trust staff as a result of action taken by the contractor
- A list of monitors and their locations
- Technicians signature
- Nominated Pest Control Officer signature.

The contractors written report will also detail the pesticides applied together with any warnings or precautions to be undertaken by Trust's staff in relation to the pesticides applied or work carried out. It should be noted that an important aspect of pest control is denial of access to pests and that the maintenance of an environment is important as it discourages the development of infestation. Reports should detail advice regarding proofing against access, denial of harbourage and removal of food sources, to facilitate control measures and discourage infestation. The contractor shall notify the Pest Control Officer in writing of the state of infestation of the locations at the expiration of 'Riddance times' specified and any condition observed by him which may be conducive to infestations by pests or which may hinder efforts to combat them, within 10 days of such observation.

3.3 Reporting Procedure

All sightings of pests or evidence of their existence should be reported at their earliest opportunity using the contact details below:-

<u>Pest Location</u>	<u>Responsible Team</u>	<u>Contact Details</u>
NCUH Premises	WCH Estates Helpdesk	01946 523799
Cumberland Infirmary	Interserve Helpdesk	01228 813434
All CPFT Sites	Facilities Department	01228 602152 facilitiesoffice@cumbria.nhs.uk

The information required will include:-

- The location i.e. ward, department, clinic etc.
- Precise locations i.e. ward bay, bathroom, clinical room, office
- Pest type if known
- Possible numbers and frequency of sightings
- 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 team should be contacted. Action to be taken by the contractor following a notification will be recorded by the responsible team.

4. TRAINING AND SUPPORT

Staff will be updated via mandatory training, line managers and the policy will be available on Trust Intranet.

5. PROCESS FOR MONITORING COMPLIANCE

The process for monitoring compliance with the effectiveness of this policy is as follows:-

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
Compliance to the specification	E-mail/Help Desk Pests: Contractor visits monthly with 2 x site biologist visits with photographic recommendation reports. Birds: Contractor does 6 visits from May-August, approx. 21days apart with each visit taking approx. 2-3hrs.	Estates Officer and Head of Facilities	Infection Prevention Committee	Quarterly
Contractors Reports	Contract Manager	Estates Officer	Infection Prevention Committee	Quarterly
Regular review meetings with the contractor	Contract Manager	Estates Officer	Infection Prevention Committee	Quarterly
Site visit form, signed and dated by Trust Site Co-ordinator or representative	Contract Manager Pests: Contractor visits monthly with 2 x site biologist visits with photographic recommendation reports. Birds: Contractor does 6 visits from May-August, approx. 21days apart with each visit taking approx. 2-3hrs.	Estates Officer	Infection Prevention Committee	Quarterly

6. LEGISLATION AND REFERENCES

6.1 Legislation

This section gives examples of legislations will apply to the Trusts:-

- Consumer Protection Act 1987 (Consumer Safety and Product Liability) [8]
- Control of Substances Hazardous to Health Regulations 1999 [25]
- Employers' Liability (Compulsory Insurance) Act 1969 [14]
- General Product Safety Regulations 2005 [9]
- Health and Safety at Work etc. Act (HASAWA) 1974 [6]

- Provision and Use of Work Equipment Regulations 1998 [30]
- Trade Descriptions Act 1968 [21]. Unfair Contract Terms Act 1977 [23]
- Food Safety Act 2006
- Health and Social Care Act 2008; code of practice for health and adult social care on the prevention and control of infections and related guidance.

7. REFERENCES

- Healthcare Commission. Assessment for Improvement: annual health check. 2005
<http://www.healthcarecommission.org.uk>
- Care Quality Commission Regulation 15 – Safety & Suitability of Premises (Outcome 10d)
MHRA. Medical Device Alert MDA/2006/001 ‘Reporting adverse incidents and disseminating Medical Device Alerts’. 2006
<http://www.mhra.gov.uk>
- Health and Safety at Work etc. Act 1974. London: HMSO, 1974. ISBN 0105437743
- The Consumer Protection Act 1987 (Commencement No. 1) Order 1987. Statutory Instrument 1987 No. 1680 (C.51). ISBN 0 11 077680 1
http://www.opsi.gov.uk/si/si1987/Uksi_19871680_en_1.htm
- The General Product Safety Regulations 2005. Statutory Instrument 2005 No 1803. ISBN 0110730542
<http://www.opsi.gov.uk/si/si2005/20051803.htm>
- TBSEN ISO 9001:2000 Quality Management Systems Requirements
<http://www.bsonline.bsiglobal.com/server/index.jsp>
- Employers’ Liability (Compulsory Insurance) Act 1969. HMSO 1969. ISBN 0105457698
- Care Quality Commission Regulation 15 – Safety & Suitability of Premises (Outcome 10d)
- Sale and Supply of Goods Act 1994 (c. 35), ISBN 0105435945
http://www.opsi.gov.uk/acts/acts1994/Ukpga_19940035_en_1.htm
- Trade Descriptions Act 1968. HMSO 1968. ISBN 0105429686
- Unfair Contract Terms Act 1977. HMSO 1977. ISBN 0105450774
- Management of Health and Safety at Work Regulations 1999. Statutory Instrument 1999 No. 3242. ISBN 0 11 085625 2
<http://www.opsi.gov.uk/SI/si1999/19993242.htm>
- Provision and Use of Work Equipment Regulations 1998. Statutory Instrument 1998 No. 2306. ISBN 0 11 079599 7
<http://www.opsi.gov.uk/SI/si1998/19982306.htm>
- Establishing the Responsible Commissioner
http://www.dh.gov.uk/en/Publicationandstatistics/PublicationPolicyAndGuidance/dh_4069634
- Our health, our care, our say: a new direction for community services, The White Paper, Department of Health January 2006
www.dh.gov.uk/assetRoot/04/12/74/59/04127459.pdf

8. ASSOCIATED DOCUMENTATION

Whilst this document is a joint policy for Cumbria Partnership NHS Trust (CPFT) and North Cumbria University Hospitals NHS Trust (NCUH) some associated documents may be particular to either organisation. Please refer to listings below to obtain links to the documents relevant in your organisation.

Joint Policies

Fire Safety Policy

NCUH

<http://nww.staffweb.cumbria.nhs.uk/policies/categories/security-health-and-safety/fire-safety-policy.pdf>

CPFT

https://cdn.cumbriapartnership.nhs.uk/uploads/policy-documents/Fire_Safety_Policy_-_Joint_POL-COR-002.pdf

Health & Safety Policy

NCUH

<http://nww.staffweb.cumbria.nhs.uk/policies/categories/security-health-and-safety/fire-safety-policy.pdf>

CPFT –

CPFT Policies

Moving & Handling Policy

https://cdn.cumbriapartnership.nhs.uk/uploads/policy-documents/Manual_Handling_Policy_POL-002-030.pdf

Waste Management Policy

https://cdn.cumbriapartnership.nhs.uk/uploads/policy-documents/Waste_Policy_POL-002-055.pdf

Infection Prevention & Control Policy

https://cdn.cumbriapartnership.nhs.uk/uploads/policy-documents/Infection_Prevention_Policy_POL-001-042.pdf

NCUH Policies

Hand Hygiene Policy

<http://nww.staffweb.cumbria.nhs.uk/policies/categories/infection-prevention/hand-hygiene.pdf>

Moving & Handling Policy

<http://nww.staffweb.cumbria.nhs.uk/policies/categories/security-health-and-safety/moving-and-handling-of-people-and-inanimate-loads.pdf>

Waste Management Policy

<http://nww.staffweb.cumbria.nhs.uk/policies/categories/estates-and-facilities/waste-management-policy.pdf>

Infection Prevention & Control Standard Precautions Policy

<http://nww.staffweb.cumbria.nhs.uk/policies/categories/infection-prevention/infection-prevention-and-control-standard-precautions-policy.pdf>

9. DUTIES (ROLES & RESPONSIBILITIES)

Staff identified as having a key responsibility within the policy will be asked to provide evidence to support their specific role through one to ones and personal development reviews.

9.1 The Chief Executive

- Ensuring there are arrangements in place for identifying and managing the requirements of legislation relating to Pest Control services.
- Providing resources for implementing the policy.
- Ensuring there are arrangements in place for monitoring incidents associated with the sightings of pests within the Trusts.

9.2 The Director of Estates and Facilities Management

- In the capacity of Director ensuring the Trust fulfils its responsibilities in relation to the Hygiene Code and Care Quality Commission Regulations.
- Ensuring the Quality Schedules of contracts for commissioned services with Provider organisations reflect national standards in relation to infection prevention and control, including pest control.

- Monitoring assurance provided by appointed specialist contractors and effectively managing risk in line with the Risk Management Strategy.

9.3 Head of Estates and Head of Facilities

- Ensuring the premises owned by NCUHT are fully maintained.
- Ensuring all premises within NCUHT are in a good state of repair and kept in good decorative order.

9.4 The Nominated Pest Control Officers

The nominated Pest Control Officers will:-

- Ensure all necessary information regarding pest control is cascaded to relevant staff
- Provide information and advice on the requirements of the policy
- To assess the contractors written reports and to note the action taken to combat pest infestation since the contractor's last report.

- Provide an assessment of the current situation, including any works required to eliminate harbourage and improve hygiene
- Any proposals for further action by the contractor
- Investigating incidents, and make recommendations
- Overall co-ordination and monitoring of Pest Control Contractors.
- Keeping up to date with legislation and guidance relating to Pest Control and Environmental Health and implementing changes to the policy and procedures in place as necessary.

9.5 Contractor

- Nominated contractors will be responsible for dealing with the day to day infestations.
- Appreciating the significance of the prevalent pests and the problems associated with them.
- To receive, investigate and initiate appropriate action on all reports of pest evidence or sightings of pests.
- To disseminate information and implement pest awareness within the Trust, calling on advice from specialist sources when necessary.
- Being aware of any incident involving pest infestation and ensure completion of the incident in the site log book.
- Ensuring that appropriate support is provided for Trust staff involved in any incident resulting from pest infestation.
- Assessing requirements for and ensuring availability of Personal Protective Equipment.
- Maintaining records showing the date of any infestation and the action taken.
- The nominated contractor will provide a written report and initiate appropriate action on all reports of pest evidence or sightings of pests.

9.6 Staff Responsibilities

All sightings of pests or evidence of their existence should be reported to the responsible team covering that area.

9.7 Estates and Facilities Advisory Committee Responsibility:

The Chair of the approving committee will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

10. ABBREVIATIONS / DEFINITION OF TERMS USED

ABBREVIATION	DEFINITION
CCDC	Consultants in Communicable Disease Control
COSHH	Control of Substances Hazardous to Health
HSE	Health and Safety Executive

HTM 04-01	Healthcare Technical Memorandum for Water Systems
L8	(HSE: ACOP) The Control of Legionella Bacteria in Water Systems
SLA	Service Level Agreement
WRC	Water Regulation Control
WRAS	Water Regulation Advisory Scheme

APPENDIX 1 - INDIVIDUAL PESTS AND WILDLIFE (INCLUDING BUT NOT EXCLUSIVE)

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 cushions, bead screens or self-closing door equipment with rubber seals and maintained electronic fly traps.

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 disease such as dysentery, gastro-enteritis, 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 or light protein.

Hygiene/Management:

Although frequently inaccessible and difficult to destroy, ants 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 Local Site Manager/Administrator.

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. www.naturalengland.org.uk.

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. As a last resort birds may be culled by shooting with the approval of the Trust Chief Executive and local police authority. 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, insulation or electrical wiring or tear up the loft insulation to form a drey. 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. During the mating season the noise of barks and blood curdling screams proliferate and in addition to the feeding habits described above there is the damage to gardens caused when digging for food and of course the indiscriminate depositing of faeces. 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. Rabbits

Rabbits can cause great damage by burrowing under buildings and putting at risk the foundations of buildings, however there is strict guidelines on their removal so please contact the nominated officer for advice. This applies to any suspected myxomatosis cases.

12. Moles

Moles are a widespread species and are not protected by conservation legislation, only having basic protection from cruelty under the Wild Mammals Protection Act 1996. The mole is a common British mammal and, although not often seen, the results of its tunnelling are well known and may cause damage in a range of situations. In gardens and amenity areas, molehills and tunnels can be a nuisance. In agriculture, contamination of grass by soil may lead to poor quality silage being produced. There is also a risk of damaging grass cutting machinery. Mole runs may disturb roots and adversely affect plant growth.

Before carrying out any mole control, it is important to consider if such action is warranted or if the molehills and tunnels can be tolerated. Where control measures can be justified, there are two main methods, trapping or poisoning with aluminium phosphide. Please note that strychnine hydrochloride can no longer be legally purchased or used for mole control in the UK.

DOCUMENT CONTROL

Equality Impact Assessment Date	n/a
Sub-Committee & Approval Date	Estates and Facilities Advisory Group – 220/8/2018

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NCUH v3.0	09/07/2012	31/07/2014	09/07/2012	
CPFT??				

Statement of changes made from version:

Version	Date	Section & Description
0.1	31/07/2018	Policy transferred onto the joint template as requested by Laura McGregor, CPFT. Gary Grey made the following updates; Point 3 – policy details added. 3.1 contact numbers updated. Point 5 – Process for Monitoring Compliance table added. Point 7 – Associated Documentation, links to policies added. Point 8.7 contact numbers updated. Appendix 1, individual pests and wildlife added.
	16/08/2018	Updates made by Laura McGregor as follows; Policy on a Page, Summary & Aim CPFT added. Target Audience – NCUH removed and the Trusts added. Key Requirements – Point 3, 4 changed and point 5/6 added. Point 1 – 1.2/1.3 removed. Point 2 – Purpose – info. added. 3.1/3.2 NCUHT removed and the Trusts added. 3.3 Reporting Procedure added. Point 4 – Training and Support – NCUHT removed and Trust added. Point 5 – Process for Monitoring Compliance – Head of Facilities added. Point 6 – Legislation & Ref. – NCUHT removed and the Trust added. Bullet point added Health & Social Care Act 2008 etc. Point 8 – Duties (Roles & Responsibilities) – 9.1 The Chief Executive – NCUHT removed and the Trusts added. 9.2 Heading changed and NCUHT removed and the Trusts added. 9.3 Heading changed. 9.4 – Removed. 9.5 – Contractor – 4 th bullet point NCUHT removed and the Trust added. 9.6 – Staff Resp. – text removed.

List of Stakeholders who have reviewed the document:

Name	Job Title	Date
Gary Grey	Estates Officer, Projects and Contract	02/08/2018
Stephen Prince	Joint Associate Director of Estates & Facilities	02/08/2018
Karen Edwards	Head of Facilities	01/08/2018
Laura McGregor	Facilities Manager	01/08/2018
Infection Prevention Committee		03/08/2018
Steve Dougan	Head of Estates	10/08/2018
Andy Adams	Estates Manager North	10/08/2018
Alan Shepherd	Professional Head of Estates, CPFT	10/08/2018
EFAG Meeting		10/08/2018