



Doncaster and Bassetlaw  
Teaching Hospitals  
NHS Foundation Trust

# Pest Prevention and Control Policy



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## Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 1		<ul style="list-style-type: none"><li>This is a new procedural document, please read in full</li></ul>	James Hutchinson

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## 1 INTRODUCTION

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust, (the Trust), has a legal obligation to take necessary measures to prevent the risk of a pest infestation. The Trust will ensure that all parts of premises, in which it provides healthcare, are suitable for purpose, kept clean and maintained in good physical repair and condition. This includes having a robust approach to the management of pest infestation and taking preventative measures, as outlined in the Health and Social Care Act 2008 (2015) - Code of Practice on the prevention and control of infections and related guidance.

Patients, their relatives, and staff rightfully expect care to be delivered in an environment where risks from pest infestations are proactively reduced in all areas of the Trust as an important aspect in the provision of care. This can only happen if all staff accept responsibility for their role in ensuring good housekeeping control practice is always adhered to.

Pest Prevention and Control is needed to:

- Prevent the 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 a safe, clean environment for the delivery of high-quality patient user care. The Trust recognises its legal obligation to undertake all reasonable 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.

## 2 SCOPE

This Policy will apply across the whole Trust. The process for ensuring suitable and sufficient pest control measures is in place will be managed by the Estates and Facilities Directorate. The Trust has a nominated pest control lead to manage this process; this is the Estates Officer (Building).

The Trust, assisted by its contractors, will implement procedures to rid premises occupied by the Trust of existing infestation, and ensure this position is maintained. Where Trust staff work in premises provided by a third party the Trust will require the third party to ensure similar satisfactory pest control is maintained.

All pest control work should be carried out 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 into 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.

### 3 PURPOSE

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. This policy sets out the requirements regarding the control of pest infestation within the buildings and grounds under the management of the Facilities Directorate.

This policy specifies a system of management that will ensure that pest infestations are prevented, where possible, but if infestations do occur that the effects are minimised, and appropriate and effective actions are taken by:

- Proactive management to reduce the potential for infestations
- Reactive management to eliminate infestations found
- Maintaining records of infestations and actions taken

This policy provides information so that staff involved with each stage of the process are able to fulfil their duties and responsibilities.

This policy defines procedures that will provide a process for managing the risks associated with the control of pest infestation.

### 4 DUTIES AND RESPONSIBILITIES

#### 4.1 Chief Executive

The Chief Executive has the overall statutory and operational responsibility to provide a safe, clean and pest-free environment for service users, visitors and staff.

The Chief Executive is responsible for ensuring the allocation of sufficient resources, as necessary, to ensure this objective is achieved.

The Chief Executive delegates the responsibility for overseeing this area to the Director of Estates and Facilities who will ensure that managers, staff, and contractors are made aware of good practices, and any new regulations and procedures relating to pest prevention/control.

For buildings that are owned/leased in their entirety by the Trust the delegated responsibility for managing pests lies with the Director of Estates and Facilities.

#### 4.2 Director of Estates and Facilities

The Director of Estates and Facilities is responsible to the Chief Executive for all matters relating to the Trust property portfolio and environmental management issues.

The Director manages the Estates and Facilities services, ensuring that the Trust policies and procedures in relation to the estate comply with statutory and mandatory legislative

regulations, within the resources provided by the Trust and support the Trust in fulfilling its strategic and operational objectives.

The Director of Estates and Facilities is the lead for the management of pest prevention/control and is responsible for ensuring Trust premises are suitable for providing healthcare, that premises are well maintained, and pest free, as far as is practicable, given the age and condition of the estate, who devolves this responsibility to the Head of Estates. This will be done through the following actions:

- Ensuring that the Trust complies with all relevant legislation with respect to pest control and any other appropriate regulations.
- Ensuring that all the Trust premises have active pest control measures in place.
- Appointing trained and competent managers to oversee pest control.
- Ensuring that suitable and sufficient resources are made available so that specialist service contractors may be engaged.
- Ensuring as far as is practicably possible, all buildings are designed, constructed and maintained to prevent ingress and harbourage of pests and for all refurbishment projects current guidance on preventing pest ingress is incorporated.

### 4.3 Head of Estates

The Head of Estates is responsible for seeing that all buildings, gardens and grounds are maintained in a good condition in order to prevent pest ingress, who devolves this responsibility to the Estates Officer (Building). This will be done by ensuring the following actions:

- Any reported building defects that are repaired in a timely manner to stop the ingress of pests.
- Ensuring the Facilities Team and any contractors are aware of pest control measures required when carrying out building maintenance.

### 4.4 Estates Officer (Building)

The Estates Officer (Building) will maintain a management system that effectively reduces the risk of infestations and will be responsible for monitoring the performance of the Pest Control Contractor to ensure that the contract specifications and standards are being met and that the Trust is receiving an efficient service.

The Estates Officer (Building) has the responsibility for ensuring that:

- Buildings under the control of the estates function have routine checks by a BPCA (British Pest Control Association) accredited pest control contractor, responsible for pest prevention and control monitoring and eradication across all Trust sites.
- Ensuring there is an efficient system in place to allow staff a means of effectively communicating the siting or suspicion of a pest infestation or the need to introduce pest-proofing measures.
- The day-to-day monitoring of the pest control services being provided by the approved contractor.

- Assessing the need for, obtaining quotes and approving pest proofing expenditure where required.
- Collating data and reporting trends or significant incidents to the Director of Estates & Facilities so that further action may be taken or notifications made to the correct authorities.
- Ensuring any actions required by the pest control contractor to remove pests are completed in a timely manner.
- Ensuring that the grounds are cleaned regularly to prevent pest harbourage and potential infestation.

#### 4.5 Local Managers (Ward Managers/Departmental Managers)

Local managers are responsible for ensuring good domestic housekeeping is in place to prevent the enticement of pests into their area of responsibility, following the Pest Prevention and Control Measure guidance ([see Appendix 1](#)), and Reporting Process for reporting any pest control issues promptly through the proper channel ([see section 5](#)). The Pet Therapy of this policy is to be strictly adhered to if appropriate for the department ([see Appendix 2](#)).

#### 4.6 All Trust Employees

All Trust employees are required to take care that their actions do not facilitate or encourage the ingress of pests such as cockroaches and rodents etc., by following the Pest Prevention and Control Measures guidance ([see Appendix 1](#)).

All staff are responsible for promptly reporting the presence, or suspected presence, of pests by following the Reporting Process for reporting any pest control issues ([see section 5](#)).

#### 4.7 Specialist Pest Control Contractor

A Specialist Pest Control Contractor is employed to:

- Eradicate established infestations using only approved treatments suitable for a health care environment.
- Monitor vulnerable areas on a regular basis.
- Treat sporadic episodes e.g. at the request of the Estates and Facilities management.
- Establish surveillance systems.
- Monitor the environment for the presence of pests.
- Identify environmental or other factors that may contribute to or sustain the presence of pests.

The contractor must obtain written permission from the Estates and Facilities Department before using a pesticide/chemical on Trust premises that was not included in the original specification.

The pest control contractor will record all pest activity and corrective actions in the pest control log held in these locations: -

- DRI - Estates and Facilities Department Building - Reception.
- BDGH - Estates Office
- MMH - General Office

#### 4.8 Building Contractors

All contractors who work for the Trust shall do so in accordance with the Trust Pest Prevention and Control Policy. Their activities shall at no time result in the removal of any pest proofing measures, such as pigeon netting, without explicit permission. Any pest proofing removed to allow access to an area must be put back after the work is completed. No action on their behalf should cause the deterioration in pest management, eradication or infestation prevention.

## 5 PROCEDURE

All sightings of pests or evidence of their existence should be reported to the person in charge of the building/department and reported to Estates on tel. 643555. The information required will include:

- The location, i.e. ward, department, clinic, etc.
- Precise location, i.e. bathroom, office, etc. (which can be found on the door sticker)
- Type of pest if known
- Possible numbers and the frequency of sighting
- The name of the person reporting
- The date and time of the sighting.

#### 5.1 Active Pest Control Measures

The pest control contractor will use active measures to prevent pest activity and to monitor the pest situation on site. These may include:

- Rodent monitors which contain bait, where suitable, tamper resistant tubes will be placed externally around sites, both outside for rats and inside for mice to check for any rodent activity.
- Identifying where any additional electronic fly killing units may be needed within food handling areas.
- Insect monitors, these are sticky boards which are placed in specific areas to monitor the types and number of insects within the area.
- Identifying the need for additional fly screens in food handling areas to prevent insects from entering buildings whilst the windows are open.
- Chemical pesticides, if necessary to remove a pest infestation.



## 6 TRAINING/SUPPORT

The Estates Officer (Building) is responsible for auditing and the subsequent implementation of any training needs that are relevant to this policy. The pest control service is currently contracted to a specialist contractor, and their advice is sought on all matters of pest control, resulting in no identified training needs for staff. However there is a requirement for all staff to be aware of and adhere to the Pest Prevention and Control Measures guidance ([see Appendix 1](#)).

## 7 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

This Policy and its supporting procedures will be reviewed every three years or when working practices or statutory regulations change. The implementation of this policy will be continuously monitored by the Estates Officer (Building) to ensure compliance.

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Policy	E&F Health and safety committee	3 Years or when major changes.	Policy will be reviewed 3 yearly or when there is a major change, by the E&F H&S committee, and Trust H&S committee.

## 8 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. ([See Appendix 4](#))

## 9 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

CORP/HSFS 1 - Health & Safety Policy  
 CORP/HSFS 7 - Control of Substances Hazardous to Health (COSHH) Guidance  
 CORP HSFS 30 v 2 - Management of Contractors Policy  
 CORP HSFS 32 v 1 - Work at Height Policy  
 CORP/HSFS 4 - Manual Handling Policy  
 CORP/HSFS 3 - Lone Working Policy  
 CORP/EMP 4 – Fair Treatment for All Policy  
 CORP/EMP 27 – Equality Analysis Policy

## 10 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016).

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/uk-data-protection-legislation-eu-general-data-protection-regulation-gdpr/>

## 11 REFERENCES

Department of Health (2006) NHS Standard Service Level Specifications.

Service specific specification – pest control version 2. Available from:

[http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Aboutus/Procurementandp/roposals/Publicprivatepartnership/Privatefinanceinitiative/newstandardoutputspecifications/DH\\_4016183](http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/en/Aboutus/Procurementandp/roposals/Publicprivatepartnership/Privatefinanceinitiative/newstandardoutputspecifications/DH_4016183)

- Food Safety and Hygiene Regulations 2016
- The Environmental Protection Act 1990
- Control of Pesticides (Amendment) Regulations 1997
- EU Biocidal Products Regulations (BPR)
- Control of Pollution (Amendment) Act 1989
- Control of Substances Hazardous to Health (Amendment) Regulations 2004
- The Poisons Act 1972
- The Public Health (Infectious Diseases) Regulations 1988
- Health and Safety at Work Act 1974
- Health and Social Care Act 2008 (2015)
- The Wildlife and Countryside (Amendment) Act 1991
- Animal Welfare Act 2006
- Product Liability Legislation and any other legislation, national guideline or code of practice pertinent to the Contract

- Data Protection Act 2018
- BPCA Membership
- Infection Prevention and Control Policy
- Waste Management Policy
- Code of Practice of the British Pest Control Association
- [https://petsastherapy.org/ Working with Dogs in Health Care Settings-Royal College of Nursing](https://petsastherapy.org/Working-with-Dogs-in-Health-Care-Settings-Royal-College-of-Nursing)

## APPENDIX 1 – PEST PREVENTION AND CONTROL MEASURES

### Pest Prevention and Control Measures

- Check deliveries carefully; pests can enter premises in packaging and food items.
- Food should be covered or stored in pest proof containers off the floor.
- Spillages should be promptly removed.
- Maintain a clean workplace, paying special attention to food preparation areas, stores, drains and gullies.
- Waste bins must have tight fitting lids and waste must be stored in a manner suitable to prevent access by pests.
- Accumulation 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 Estates.
- 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.
- Treatment with insecticides and rodenticides alone is seldom sufficient; attention must be paid to good hygiene and structural maintenance.
- It is the responsibility of all users of buildings NOT to feed any birds, squirrels, or any other pests.
- Pest control devices must not be removed or disposed of, except by the Pest Control Contractor. Any damage to devices should be reported immediately.

## APPENDIX 2 – VISITING PETS AND ANIMALS IN TRUST PREMISES PETS AS THERAPY (PAT)

### Visiting Pets and Animals in Trust Premises

Domestic pet animals can enhance the quality of life for many people. However, animals can carry infections such as MRSA, psittacosis, and Salmonella, which can occasionally be transmitted to humans, particularly people who are immuno-suppressed or who have other health problems. Some animals may also be difficult to control and may pose risks to service users due to their behaviour.

To minimise the risk to service users receiving care, domestic pets are not allowed in the Trust's premises. The definition of pets includes all warm and cold-blooded species, including dogs, cats, lizards, snakes, fish, birds and insects.

The only exceptions to this rule are guide dogs for the blind; hearing dogs for the deaf; dogs trained to help people with conditions such as epilepsy and autism; and dogs/cats which belong to the Pets as Therapy (PAT) scheme. These animals are not excluded from the Trust premises because they are recognised as providing substantial benefits to service users.

### **Pets as Therapy (PAT) Animals and Guide Dogs, including Police Detection Dogs and Dogs Trained to Assist with other Conditions**

The importance of pets within the rehabilitation setting is acknowledged.

Pet as Therapy shall only be implemented with the express permission of the Control of Infection Team.

Where permitted it is important that the following guidelines are adhered to at all times:

- Pets must be housetrained, well cared for and preferably spayed or neutered.
- Pets should be healthy and free from parasites; they should be regularly checked by a vet especially if any form of infection/infestation is suspected.
- Pets should not be permitted in any food preparation area.
- Pets should not be permitted in clinical areas (treatment rooms, ward areas, etc).
- At inpatient areas the dayroom should be used for pet therapy and no other area used.
- Bedding, housing, litter trays and feeding bowls should be kept clean and away from patients/clients.
- Pet food should be stored safely away from patients'/clients' food.
- Dried pet food should be stored in pest proof containers to reduce the risk of infestation.
- Pregnant staff should not handle pet litter or litter trays.
- Trained police detection dogs and handlers are allowed to conduct searches for non-medical drugs.
- They may search wards and rooms but cannot destroy service users' property.
- Police detection dogs should not be petted or deliberately distracted from undertaking searches.

All cats and dogs used by the PAT organisation will have a record detailing their vaccinations, visits to the vet and state of health. The PAT organisation ensures the checks are in place. The registered owner of the PAT animal has to submit all vaccination records and flea/worm records on an annual basis to those responsible for PAT and pay an annual subscription along with two character-references. They also arrange for an independent temperament assessment of the animal and provide indemnity insurance. A certificate/identification is issued to show that the animal complies with the PAT registrant requirements. This helps to minimise the risk of the animal harbouring an infection which could be transmitted to service users. A copy of the animal's health record should be available on request.

There is strict guidance on the [petsastherapy.org](http://petsastherapy.org) website for conducting visits and that they must always be accompanied by a member of staff while on any clinical area.

## APPENDIX 3 – LIST AND DESCRIPTION OF COMMON PESTS

### 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 larvae 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 curtains, bead screens or self-closing door equipment with rubber seals.

### 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 refrigeration motor compartments. They favour buildings with service ducts and complex plumbing installations which allow them to travel freely.

#### **Significance**

Cockroaches are potential vectors of diseases such as dysentery, gastroenteritis, 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 cockroaches 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

## **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 items.

### **Hygiene/ Management**

Although frequently inaccessible and difficult to destroy, ant's nests must be eradicated. If infestation is to be successfully controlled, hormone treatment is required which sterilises the female ant.

## **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 provider; such work maybe 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.

## **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.

## **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.

Rodents have been known to gnaw through electric cables and cause fires. All sightings and other evidence of their presence should be reported.

The Trust will take reasonable steps to ensure that its building is 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 should be kept in rodent proof containers.



## **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. . 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).

## **Squirrels**

The most serious damage in urban areas arises where the squirrel enters the roof spaces of buildings by climbing the walls or jumping from nearby trees. Once inside, they chew woodwork, ceilings, insulation on 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.

## **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 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 into vacant territories.

## **Moles**

Moles are a widespread species and are not protected by conservation legislation, with 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.

## **Bats**

Bats are protected by The Conservation of Habitats and Species Regulations 2010. 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.

### **Badgers**

Badgers in this country may occasionally spread disease but the risk is believed to be small. More significantly Badgers do cause nuisance in a number of ways. Their feeding habits cause damage to grounds and gardens caused when digging. Badgers are protected by the Protection of Badgers Act 1992 and the Conservation (Natural Habitats, etc) Regulations 1994. The penalties for contravention are severe. If badgers are discovered on any of the Trust's 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.

### **Rabbits**

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

## APPENDIX 4 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Pest Prevention and Control Policy	Estates and Facilities	James Hutchinson	New	24/03/2022
<b>1) Who is responsible for this policy?</b> Name of Division/Directorate: Estates and Facilities Directorate				
<b>2) Describe the purpose of the service / function / policy / project/ strategy?</b> - To ensure all Trust staff are aware of their duties and responsibilities to prevent and control potential pest infestation.				
<b>3) Are there any associated objectives?</b> Legislation, targets national expectation, standards: – Compliance with policies and legislation				
<b>4) What factors contribute or detract from achieving intended outcomes?</b> – Behaviour and understanding				
<b>5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief?</b> Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> <li>• If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A</li> </ul>				
<b>6) Is there any scope for new measures which would promote equality?</b> [any actions to be taken] – N/A				
<b>7) Are any of the following groups adversely affected by the policy?</b>				
<b>Protected Characteristics</b>	<b>Affected?</b>	<b>Impact</b>		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
<b>8) Provide the Equality Rating of the service / function / policy / project / strategy – tick (✓) outcome box</b>				
<b>Outcome 1</b> ✓	<b>Outcome 2</b>	<b>Outcome 3</b>	<b>Outcome 4</b>	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.</i>				
<b>Date for next review:</b>				
<b>Checked by:</b> Sean Tyler			<b>Date:</b> 14/04/2022	