

11.4 Pest Control Policy

This policy sets out the requirements for pest control for The Lloyd Park Children's Charity (TLPCC) to ensure the safety of our children, families, staff, volunteers and visitors. This policy relates to the premises owned or leased by the Charity.

Key points:

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 are essential.

TLPCC recognises its legal obligation to take necessary measures to prevent the risk of pest infection in all food storage, distribution and catering areas and to ensure good standards of pest control in all other areas of its sites.

TLPCC will maintain a Pest Risk Assessment and will conduct daily checks which will be recorded on the centres risk assessment. Inspections will be completed by an appropriately qualified inspector every two months and all resulting actions will be adhered to. (See section titled 'Pest Control Contract').

Duties and Responsibilities

The Chief Executive Officer has the overall accountability for the safe and effective management of pest control for the Charity. They will ensure that there are sufficient resources, including appropriate training, for the responsible people, in order for them to be effective at managing pest control. The Finance Manager will ensure the available budget for an effective pest control service.

On site Managers are responsible for ensuring that procedures and organisational arrangements are made to disseminate information and awareness to staff in their area of responsibility to maintain a safe environment. Managers must ensure staff are aware of, have access to and comply with this policy. On site Managers will receive, investigate and initiate appropriate action on all reports of pest evidence or sightings of pests.

Health and Safety Leads will monitor the performance of the pest control contractor to ensure that the Charity is receiving an effective service.

All employees are responsible for their own safety and the safety of others due to their actions or inactions with respect to Health and Safety Law. Staff must ensure they are aware of the procedures for reporting any sighting or evidence of infestation. All Employees must understand that it is their responsibility to take necessary measures to prevent the risk of pest infection in all food storage, distribution and catering areas and to ensure good standards of pest control.

Action requirements:

All sightings of pests or evidence of their existence should be reported in the first instance to the Centre Manager or Deputy in their absence. The information required will include:

- The location
- the 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.

Initial action, following the report, must be taken within 24 hours.

Basic Pest Control Measures

- Food should be covered or stored in pest proof containers.
- Spillages should be promptly removed.
- Waste should 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, and leaking pipe work repaired and damaged surfaces made good. Defects should be reported to the Site Services Team.
- 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 should be maintained in a suitable condition.
- Where fitted, fly screens should always be closed when windows are open.
- Doors to food storage/preparation areas must be kept closed and adequately proofed to prevent access to pests. Where appropriate the doors should be fitted with metal kick plates at base of door.

- Treatment with insecticides and rodenticides alone is seldom sufficient; attention must be paid to good hygiene and structural maintenance.

Pest Control Contract

The Lloyd Park Children's Charity will ensure that an appropriate pest control contract is in operation at all times.

Due to the particular vulnerability of catering areas there will be a strict timetable of inspection. Main catering areas, including areas where food is served, kitchens and any other kitchen areas such as staff rooms will be inspected weekly by the Site Services Team. Other catering areas such as storage areas, ducting and associated plant rooms will be inspected at least quarterly by an external contractor.

All pesticides used by the pest control contractor will be approved in accordance with the Control of Pesticides Regulations (COPR) 1986 (as amended 1997), be strictly controlled and monitored and fully comply with the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Also Food and Environment Protection Act (FEPA) 1985 Part III.

Policy Name	Pest Control Policy
Version Number	V1
This policy was developed by	Penny Montague
These people were consulted/involved in developing the policy	SLT Site Services Team
This Policy was adopted by	Trustee Board
Date	February 2024
Signed	

Name	Bisi Oyekanmi
Role	Chairperson
Next review date	February 2026