

**Central Production Unit Food Safety & Quality Management System**  
**Pest Management**



**Purpose**

To ensure that the sites have an effective preventive pest management programme in place, to minimise the risk of pest ingress, activity and infestation. And to ensure that the required resources are available to take actions if any pest management opportunities are identified and reported.

**Scope**

Pest management controls required at Central Production Units.

**Central Production Unit details:**

**Responsibilities**

Responsible Person (s)	Responsibility
<b>Site Manager</b>  <b>Central Production Unit team members</b>	Responsible for the implementation of processes and procedures to ensure that there is a pest programme in place  To ensure the site is suitably maintained to minimise the risk of pest ingress and / or pest activity  To ensure the teams have the required training and resources to follow the procedures.  Ensure that the programme is still relevant, and areas are free from pests  Ensure all colleagues are trained on pest awareness, and preventative pest management and reporting procedures  All colleagues are responsible for reporting any signs of pest activity and / or suspected pest activity

**Pest Management**

Pest management provision should be developed to be commensurate with the needs of the specific Central Production Unit site and location, and should also take account of any temporary or seasonal facilities and all storage units. Local environmental factors should also be considered and accounted for when developing a site specific pest management programme, to include:

- The nature of identified potential pests, including rodents, insects and birds
- Characteristics of raw materials (regarding their potential for potential for stored insect pests)
- Equipment and site age, site location and site design
- Proximity of neighbouring land, buildings and infrastructure
- Historic pest activity and trending
- Local Authority regulatory contact linked to pests

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- Local environmental factors to include waterways, abandoned buildings, waste land, recycling plants, treatment works, waste management facilities located in proximity to the site

**Note:** This list is not exhaustive

The competent pest management contractor that has been engaged to deliver pest management services to the site, must undertake a risk assessment (to include an environmental assessment) to determine the frequency of proactive pest management inspections on an annual basis. This risk assessment, conducted by the pest management service provider must be reviewed and updated annually as a minimum, or when there is a change to the site or site processes, or significant pest activity and / or infestation.

#### **Pest management documentation and records**

All documents and records, must be filed for reference and available to access, to include:

- Up to date site plan identifying the locations of pest monitoring and control devices, to include all bait boxes
- Details of the of bait and monitoring devices used on site
- Competence / Licensed Certificates of pest management company
- Contact details of nominated contractor personnel
- Calendar of site visit dates
- Training Certificate of pest management company employees
- Reports for each inspection, detailing activities, and further actions such as recommendations, and any pest proofing
- Risk assessments, to include environmental risk assessments
- Access to MSDS for all baits, products and formulations used on site
- Any licenses required to manage pest species, to include the control of protected bird species

An in-depth pest management survey of the site should be conducted annually in the form of a site risk assessment by the pest management service provider to review the current measures in place and assess any potential for a change in the pest management treatment plan, and proactive planned visit frequency.

#### **Bait stations**

Bait stations and other rodent monitoring or control devices are appropriately designed, located and maintained to limit any potential contamination of products. This is achieved by:

- Making them tamper-resistant
- Positioning them in a secure area where accidental movement is unlikely
- Using non-spill formulations
- Routinely inspected by the external pest management service provider
- Ensuring bait boxes are tethered

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It is the responsibility of the pest management service provider to ensure the correct quantity, type and location of bait stations are in place, ensures the effective monitoring of site without posing a risk to product. Any pest activity identified must be reported to a manager and reported to the pest management service provider immediately. Any actions raised during proactive or reactive pest management service provider visits, must be recorded, remediated and tracked to closure, with evidence of corrective actions taken and close out retained.

### **Insect killing devices**

Insect killing devices should be located based on the recommendations of the pest management service provider, to ensure they are suitably located in operational areas. In open product areas where insects could be expelled from an insect killing device and pose a contamination risk to the product, sticky board technology should be used. All insect killing units used on site must be checked quarterly as a minimum to ensure that they are fully operational, and bulbs are changed annually to ensure optimal luminosity and performance. Full details of routine checks, and any activity should be documented with documentation retained.

### **Evidence of pest activity**

In the event of a pest ingress or infestation the external pest management service provider will be immediately contacted. All products that might be affected by pest activity, for example damage and / or contamination must be placed on hold and adequately segregated so they can be evaluated for further action. All records and any recommendations made by the pest management service provider must be recorded and retained for reference. Any actions raised by the pest management service provider must be actioned by the relevant team with records of action remediation and closure retained for reference.

### **Reporting of pest activity**

All colleagues should be trained to report any pest activity or suspected pest activity immediately. Training should also include the different types of pest species to be aware of, and the signs of pest activity, to include odour, smear marks, droppings, gnawing etc. Additionally, colleagues should be trained on the potential food safety and hygiene implications associated with pests and pest activity. If a colleague discovers signs of pest activity or suspected pest activity within the Unit, they must inform their manager immediately. All pest activity or suspected pest activity must be reported on AIR3 immediately, and to the sector HSE lead, with the controls detailed in the pest escalation procedure followed diligently.

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