

Pest Control Records

What are food pests?

Food pests are animals which can, if they come into contact with food, contaminate it in some way. Pets such as dogs and cats may be classed as food pests along with those more commonly thought of as “pests” such as rats, mice, birds, cockroaches, flies, wasps and other insects.

Why should I control them?

1. To comply with your legal responsibilities.

The **Food Safety (General Food Hygiene) Regulations 1995** require proprietors of food businesses to identify potential food hazards, decide which of these hazards need to be controlled to ensure food safety and then put into place effective control and monitoring procedures to prevent the hazards causing harm to consumers. Pests carry bacteria which can, if they come into contact with food, lead to food poisoning.

2. They lead to wastage of food due to contamination.
3. They cause damage (rats and mice can gnaw through cables, pipes, food containers etc.).

Why keep pest control records?

1. It is an offence to sell food which is unfit, substandard or which may cause harm to the person consuming it. It is also a requirement that food is protected against external sources of contamination such as pests. The principal defence available to a person accused of selling food which has failed to meet these requirements is one of **due diligence**. This means they must prove they "**took all reasonable precautions and exercised all due diligence to avoid committing the offence**". Written records are considered extremely important in establishing a defence in cases, where for example, insects have found their way into food which has then been sold, or where rodents have contaminated food with harmful bacteria.
2. It clearly shows that measures are in place to control a major food safety hazard, even though written records are not necessarily a legal requirement.

How can I control pests?

The first thing to do is to “proof” your premises to prevent, as far as possible, pests gaining access in the first place. Proofing may include the following:

- keeping doors and windows closed whenever possible or screening ones that have to be left open for ventilation using a fine mesh;
- sealing access holes around pipes etc. with mortar, metal sheets or mesh;
- sealing gaps under doorways with rubber or plastic doorstrips.

The second thing to do is to carry out regular checks of the premises to make sure there are no unwanted visitors. Early detection will lead to less damage and will be less costly to treat. There are two main options, either:

1. Employ a pest control contractor, or
2. Do it yourself.

If you decide to follow the first course of action it **is strongly recommended** that you only employ a contractor who is prepared to give you a written report at the end of each visit. This would detail any problems found and action that had been taken or was recommended. He could either use his own report form or you could ask him to complete the **Pest Control Record** included in this pack. If on the other hand you decide to “do it yourself” there is no reason why you can’t be just as thorough and maintain satisfactory records by following a few simple steps. Read on!

How to complete pest control records

Please follow the easy to use step by step guide below.

Step 1

For each room of the premises fill out a separate **Pest Control Record** sheet with the following details.

Step 2

Identify which points you want routinely checking. These should be places which are normally out of view and where infestations are likely occur e.g. underneath fridges, behind cookers and other equipment etc.

Step 3

Decide how often checks are to be made. The frequency will depend upon the location of the premises (rural/urban), the size of the premises, the type of food handled (open, high risk etc.) and the pest control history of the premises (is it prone to infestations?).

Step 4

Nominate a person who's job it will be to carry out the checks in each **area**.

Step 5

Ensure that the person nominated is familiar with the signs associated with infestations. In particular food storage rooms and dark, undisturbed areas should be examined. Evidence to look for includes:

- rodent droppings, webbing from moths, live or dead insects;
- damage including gnawing marks in food, wood or plaster;
- holes in boxes or the structure, chewed cardboard or paper;
- spillage's adjacent to sacks of food and footprints in dry powder;
- rodent smear (black greasy marks) around pipes and holes.

Step 6

Someone must take responsibility for:

- making sure the checks are done and the record is completed;
- ensuring appropriate action is taken when problems arise;
- ensuring staff are properly trained. *

* This will usually be the proprietor of the business or a supervisor. Finally enter the name of the responsible person on the Record sheet.

Step 7

The next task is to carry out your first pest check.

Step 8

The person carrying out the check should note the date and initial the Record sheet. They should then examine each of the check points listed for that room.

Step 9

If the room is pest free a note should be made of the fact and the next room checked. If all the rooms are found to be satisfactory go straight to step 13.



Step 10

Where there is evidence of pest activity or spillages that are likely to attract pests then these should be noted and reported to the responsible person.



Step 11

Action should then be taken to remedy the problem. This may range from cleaning up spillages to contacting a pest control contractor to treat for an infestation.



Step 12

Only when satisfied that all necessary work has been undertaken should the “work completed” box be filled in.



Step 13

After each check has been completed the record sheet/s should be passed to the responsible person, who if satisfied that the check and any resulting work has been done properly should initial the final column.

Please note: Chemicals designed to kill animals are dangerous. Always follow the instructions on the packaging and ensure they cannot contaminate food.

Pest Control Record						
Check points:	Date of check	Checked By (initials)	Notes	Contractor called	Work completed	Supervisor (initials)
1. Behind cooker in kitchen	1/9/01	TLF	Mouse droppings in boiler cupboard Baited on 2/9/95 by Killopest. Final Bait on 10/9/95. Bait untouched.	1/9/01	12/9/01	VR
2. Under sink unit in kitchen						
3. Larder						
4. Behind freezer in store	1/10/01	TLF	Insects (psocids) in flour bin. Phoned Environmental Health Dept for advice. Flour thrown away. Bin disinfected and surrounding area thoroughly checked.	NA	1/10/01	VR
5. Boiler cupboard						
6.						
Frequency of checks:	2/11/01	TLF	Satisfactory			VR
Monthly						
Person nominated to make checks:						
Chef						
Responsible person (supervisor):						
Mr V Rich						