



Berkswell Recycling Limited – Pest Management Plan (PMP)

(Updated to comply with EA Requirement 29)

1. Introduction

1.1 Purpose of the Pest Management Plan

This Pest Management Plan (PMP) sets out the measures used by Berkswell Recycling Limited to prevent, monitor, and control pests associated with waste storage and processing activities. The PMP is a stand-alone document and includes all relevant pest-control measures referenced in the Working Plan.

The PMP relates to Berkswell Recycling Ltd's open windrow composting site at Cornet's End Lane near Meriden.

The site address is

Berkswell Quarry
Cornets End Lane
Meriden
West Midlands
CV7 7LH

The permit number is EPR/ DB3508MA.

All staff working on site will be made aware of the plan and their responsibilities in complying with its requirements. The plan will also be made available to the regulator on request and pertinent sections will be brought to the attention of contractors on site where their activities may have an influence on pest management.

This will be via tool box talks and by the plan being readily available on site or via the company's digital document management system.

The site is located in a former quarry with mineral activities still taking place to the north. The surroundings are otherwise largely agricultural in nature with the nearest receptor being a farmhouse located between 200m and 250m to the west of the site.

The site operates during the following hours: Monday–Friday: 07:00–17:00 Saturday: 07:00–13:00.



1.2 Scope

This plan covers:

- Rodents
- Birds
- Flies
- Insects
- Scavenging animals
- Any other pests that may cause nuisance or environmental harm

2. Management Responsibilities

2.1 Responsible Persons

The following personnel are responsible for implementing this PMP:

- **Site Manager** – Overall responsibility for pest prevention, monitoring, contractor liaison, and corrective actions.
- **Assistant Site Manager** – Deputises in the Site Manager's absence.
- **All operational staff** – Required to follow pest-control procedures and report pest sightings immediately.

2.2 Training

- Pest-management training is provided on induction.
- Annual refresher training is delivered to all staff.
- Additional training is provided following:
 - Any pest incident
 - EA feedback
 - Changes to pest-control procedures

Training records are retained in the site Training Log. The site manager will be responsible for ensuring training is delivered. Training will cover how to identify an issue, monitoring for pests and control techniques.

The Pest Management Plan reflects the Environment Agency's template for pest management plans and their guidance, "biological-waste-treatment-appropriate-measures-for-permitted-facilities".

3 Receptors

The table below provides a list of the nearby receptors, which are also shown on the overhead photograph below.

.Ref	Name	Direction	Distance (m)
01	CEMEX	West	500
02	Ready mix concrete facility	North	650
03	Residential property (off Cornets End Lane)	Northeast	650
04	Residential property (off Cornets End Lane)	East	400
05	Residential property (off Mercote Hall Lane)	Southeast	450
06	Farm and out buildings off Kenilworth Road	Southwest	600
07	Farm and out buildings (Mercote Farm	West	250





4. Site Activities and Pest Risks

4.1 Waste Types and Pest Attraction

It is anticipated that 250-300 tonnes of green waste are to be received on site each day. Deliveries will be accepted throughout the working day.

The following waste types may attract pests:

- Green waste (flies, insects)
- Wood waste (rodents nesting)
- Oversize material (birds, rodents)
- General biodegradable material (flies, odour-related pests)

The material accepted on site largely comes from local councils in relation to their recycling centres or kerbside collection of segregated green waste. Similar waste may also be accepted from contractors.

4.2 Pest-Attracting Conditions

Pests may be attracted by:

- Accumulated waste
- Poor housekeeping
- Standing water
- Food residues in incoming loads
- Warm weather accelerating decomposition
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5. Pest Prevention Measures

General measures for preventing pest infestations are set out in the following paragraphs.

5.1 Waste Acceptance Controls

To minimise pest attraction:

- Only permitted waste types are accepted.
- Loads are visually inspected at the gate.
- Heavily contaminated or decomposing loads are rejected or quarantined.
- Waste will be rejected where there are signs of pest infestation, eg maggot are present.
- Waste is moved promptly to designated storage areas.



5.2 Storage Controls

- Waste is stored in defined areas on impermeable surfaces.
- Stockpiles are managed to prevent long-term accumulation.
- Waste is processed or removed within defined timeframes. Waste is generally shredded and formed into a windrow on the day of receipt. Where this is not possible waste is always processed within 72 hours.
- Windrows are carefully managed and turned at least once a week, which will discourage nesting.
- No food waste or municipal waste is accepted.

5.3 Housekeeping

- Daily cleaning of hardstanding areas.
- Removal of loose waste and debris.
- Weekly deep-cleaning of high-risk areas.
- Regular inspection of drainage channels.
- Litter control measures in place.

As site operations take place in the open it is difficult to prevent access to the waste by flies, vermin or birds. Pest management will rely on timely processing of material and first in first out management, regular inspections and retention of a pest contractor, who will carry out regular inspections and apply treatments where required.

No food waste is stored on site, the only source of food for pests is the green waste. All activities take place on a properly maintained concrete surface. Drains etc are properly inspected and maintained.

5.4 Impact of Pests

The impacts of pests on receptors may be the spread of disease, irritation or annoyance, damage to property (such as rats chewing cables) and, in the case of birds, noise nuisance.

Pests may reach receptors by running over land or flying.

6. Control Measures

6.1 Flies

The table below shows the fly species that are likely to be attracted to composting sites.

Pitcure	Name	Description	Notes
	Common house fly	Can be attracted to odour of rotting vegetation prefers warm environments	Readily disperse and may enter buildings alighting on food, people and surfaces
	Fruit flies	Small fly with red eyes especially attracted to rotting fruit but also other rotting vegetation such as grass cuttings breeds rapidly in summer	May disperse, can travel over several kilometers
	Fungus gnat or fungus flies	Small fly. Feeds on fungus and rotting organic matter likes moist environments	Weak fliers unlikely to travel far.

Of these fungus flies are weak fliers and likely to stay local to the site. Fruit flies and house flies can cover distances of several kilometres and may enter local receptors, causing a nuisance.

Flies are attracted to the site if there are strong odours associated with decay, often caused by anaerobic conditions. Flies also look for warm damp locations to lay their eggs. The key to control is therefore careful management of the composting process. Ensuring the correct C:N balance, monitoring of temperature and moisture and turning or addition of oversize woody material where needed will help to avoid the odours that attract flies and avoid the damp conditions they prefer to lay their eggs.

The windrows are carefully monitored and will be turned when monitoring indicates this is required to ensure that the temperature and moisture content is controlled. Where it is considered necessary oversize woody material will be added to the windrow to ensure good aeration.



The C:N balance will be managed by blending of waste inputs where necessary. For example adding woody material to summer loads that contain large quantities of grass cuttings.

This careful management of the windrows will prevent the damp conditions and anaerobic odours that might attract flies.

The pest contractor makes monthly visits but flies can breed within a few days during hot weather. Staff should therefore carry out daily inspections and raise any signs of infestation with the site manager so that additional visits by the pest contractor can be arranged. This is in excess of the twice weekly inspections recommended in the Environment Agency's guidance.

Staff will be trained regarding the importance of preventing infestations and advised to report to the site manager where large numbers of flies or fly larvae (usually cream coloured maggots) are present. Between March and November a specific inspection of the windrows and stockpiles will be conducted daily and the results recorded. Flies will be counted in a 1m by 1m area. If more than 20 flies are counted in this area this will be considered to indicate an infestation and the pest contractor will be contacted immediately. Counts will be recorded.

Waste inspection at the weighbridge and as waste is tipped will prevent highly decomposed waste or non-compliant waste that may attract flies from being received on site. Loads will also be rejected where they are clearly infested with flies or maggots in line with the appropriate measures for biological treatment of waste.

When areas of the site are cleared of waste they will be checked for signs of larvae or pupa and cleaned. Regular cleaning of the site and site plant will be carried out to remove any residue that might attract insects.

Where flies infestations are encountered and the pest contractor is called in an investigation will be made into the root cause of the problem so measures can be taken to prevent recurrence.

A summary of controls for flies is:

- Good waste acceptance so no food waste on site, Insects would generally be attracted to food waste. Good waste acceptance controls will mean that they are unlikely to be attracted to the site in large numbers.
- Rejecting infested loads of waste.
- Monitoring of stockpiles and windrows and regularly turning to ensure optimum moisture and aeration levels. Keeping compost at optimal moisture avoids soggy, anaerobic pockets where insects breed. Proper aeration and turning reduce insect development.
- Blending of waste types to provide optimum C:N ratios to avoid the odours that attract flies. Maintaining correct C:N ratio, avoids anaerobic conditions and prevents these odours.
- Clean spills, remove residues, and wash equipment to eliminate breeding material.



- Daily fly counts in the summer months.
- Use of pest contractor to treat flies or larvae where required.

Control measures for flies should also help control other insects.

6.2 Vermin

Good waste acceptance procedures will exclude food waste from the site and therefore avoid acceptance of waste that may provide a food source for rats. Waste acceptance procedures are in place and will be robustly enforced to ensure food waste is not accepted on site.

Any potential litter generated on site will be collected daily and placed in an appropriate covered container pending disposal. The site will be kept tidy with site roads swept and plant cleaned on a regular basis.

Rats may be attracted to areas where they can hide and nest. Good management of the windrows, timely processing of materials and first in first out management of waste will help disrupt this.

Rats also live in longer vegetation. Mowing areas around the site boundary will help to avoid attracting them to this area.

The site has regular monthly inspections by a pest contractor and bait traps are used to control rats. Bait boxes are placed around the site perimeter as advised by the pest contractor and are checked monthly.

A summary of the control measures for rats is:

- Bait stations installed around the site perimeter.
- Bait checked monthly by contractor.
- Waste stored in bays to reduce nesting opportunities.
- Clean spills, remove residues, and wash equipment to eliminate residues that could attract pests.
- Vegetation kept short to reduce harbourage.
- Good waste acceptance so no food waste on site

6.3 Birds

Birds such as crows and gulls would generally be attracted to food waste. Good waste acceptance controls will mean that they are unlikely to be attracted to the site in large numbers.

Waste acceptance procedures are in place and will be robustly enforced to ensure food waste is not accepted on site.

Any potential litter generated on site will be collected daily and placed in an appropriate covered container pending disposal.



Site drainage will be properly maintained to prevent standing water that might attract birds.

Should large numbers of birds be present on the site, bird scaring devices will be deployed.

A summary of the control measures for birds is:

- Waste tipped and processed promptly
- Good waste acceptance so no food waste on site
- No long-term exposed food-like waste.
- Use of bird-deterrent devices may be used if required (e.g., reflective tape, acoustic deterrents).
- No standing water allowed to accumulate.

The same control measures above will be applied for all scavenging animals and any other pests that may cause nuisance or environmental harm.

7 Monitoring and Inspection

7.1 Daily Inspections

Staff conduct daily checks for:

- Rodent activity
- Bird presence
- Fly/insect build-up
- Scavenging animals
- Waste accumulation
- Standing water

Findings are recorded in the daily pest inspection log.

7.2 Weekly Management Inspections

The Site Manager conducts a weekly inspection to:

- Review pest-control measures
- Check bait stations
- Assess housekeeping standards
- Identify any emerging risks



8. Pest Control Contractor

8.1 External Contractor

Berkswell Recycling Limited engages a competent pest-control contractor to:

- Install and maintain bait stations
- Monitor rodent activity
- Provide fly-control treatments
- Advise on pest-prevention improvements

Service visits occur monthly, with additional visits as required. Additional visits will be requested wherever the site staff detect signs of infestation by flies, rats or other pests.

8.2 Contractor Records

The contractor provides:

- Service reports
- Bait-station maps
- Activity logs
- Recommendations

All records are retained on site.

The pest control contractor will be required to comply with the Environment Agency's requirements. Where possible the fly management contractor will:

- Be a current member of a pest control trade association. The main one is the British Pest Control Association, but there is also the National Pest Technicians' Association. Membership requires they meet a minimum standard in terms of training, insurance, pesticide storage etc.
- Have appropriate site safety qualification or certification. CHAS, NEBOSH etc.
- Have public/product liability insurance. This is not a legal requirement, but it is required for membership of trade associations.
- Have experience of fly control on other waste sites.
- Be able to carry out fly identification, monitoring and surveying, if required.
- Have the appropriate application equipment to treat a large site and be able to provide cover outside normal working hours, if necessary.
- Be located within a reasonable distance of the site.
- Be able to propose a sensible fly management plan for your site, including both non-chemical and chemical measures.
- Be able to carry out other pest management activities if required, e.g., rodent or bird control.



9. Corrective Actions

If pests are detected:

1. Record the issue in the Pest Incident Log.
2. Investigate the cause (e.g., waste accumulation, weather, housekeeping).
3. Implement immediate controls, such as:
 - Additional baiting
 - Increased cleaning
 - Accelerated waste removal
4. Notify the pest-control contractor if activity persists.
5. Review and update pest-control measures if required.

Where there is a risk of pests impacting receptors the Environment Agency local office will be advised as soon as possible by telephone. This will be followed up by written confirmation (e-mail) of the incident and the actions taken to control the issue and prevent recurrence.

10. Complaint Management

10.1 Reporting Pest Complaints

- All pest complaints are logged in the Pest Complaint Log.
- The Site Manager investigates within 24 hours.
- Findings and corrective actions are recorded.
- Complaints indicating off-site impact are reported to the EA via:
 - Email to the site's assigned EA officer
 - EA Incident Hotline (if significant)

Corrective actions may include additional cleaning, turning of windrows, maintenance of fences, drains and surfaces and/or a request for the pest contractor to attend site.

The complainant will be advised of the actions of taken to remedy the issue.

11. Community Engagement Procedure for Responding to Pest Complaints

This procedure ensures that all pest-related complaints from neighbours, visitors, or regulators are handled promptly, professionally, and transparently.



11.1. Purpose

The aim is to maintain good community relations, demonstrate responsible site management, and ensure that any pest-related issues (flies, rodents, birds, foxes, odours attracting pests) are investigated and resolved quickly.

11.2. Receiving a Complaint

All complaints—whether by phone, email, in person, or via the regulator—must be logged immediately.

Record the complainant's details (unless anonymous).

Capture the date, time, nature of the issue, and location affected.

Assign a reference number.

Use the Pest Complaint Log for consistency.

11.3. Initial Assessment (Within 2 Hours)

A trained staff member must:

Review the complaint details.

Check recent pest monitoring records for patterns.

Identify whether the issue is likely linked to site operations (e.g., uncovered feedstock, odour spikes, recent weather).

If the complaint suggests an urgent risk (e.g., rodent sightings near residential areas), escalate to the Site Manager immediately.

11.4. On-Site Investigation (Within 24 Hours)

A physical inspection must be carried out, including:

Checking feedstock storage areas for exposure.

Inspecting fencing, netting, and access points for breaches.

Reviewing bait stations and rodent-control measures.

Looking for tracks, droppings, burrows, or scavenger activity.

Confirming that housekeeping and odour control measures are in place.

Document all findings in the Investigation Report.

11.5. Corrective Actions

If the site is contributing to the issue, implement corrective actions such as:

Covering exposed waste.

Increasing turning frequency.

Repairing fencing or netting.

Enhancing housekeeping.

Scheduling an additional visit from the pest-control contractor.

Record all actions in the Corrective Action Log.

11.6. Communicating Back to the Complainant (Within 48 Hours)

Provide a clear, polite response summarising:

What was reported.

What the investigation found.

What actions were taken.

How the site will prevent recurrence.

If the complaint came via the regulator, send the response through the appropriate channel.



Use the Community Response Template.

11.7. Record Keeping

Maintain a complete record of:

Complaint details

Investigation findings

Photos (if relevant)

Corrective actions

Communication with the complainant

Follow-up monitoring results

These records must be available for inspection by the Environment Agency.

11.8. Follow-Up Monitoring

For 7–14 days after the complaint:

Increase inspections in the affected area.

Review pest activity trends.

Confirm that corrective actions remain effective.

If issues persist, escalate to the Site Manager and pest-control contractor.

11.9. Community Engagement & Transparency

To maintain trust:

Provide neighbours with a contact number for reporting issues.

Share updates during community liaison meetings.

Publish a summary of pest-control performance annually.

Encourage early reporting of concerns.

This proactive approach reduces conflict and demonstrates responsible site management.

10. Summary Table

Stage	Action	Timescale
Complaint received	Log details, assign reference	Immediate
Initial assessment	Review records, determine urgency	Within 2 hours
Investigation	On-site inspection	Within 24 hours
Corrective actions	Implement fixes	Same day
Response to complainant	Provide findings and actions	Within 48 hours
Follow-up monitoring	Increased checks	7–14 days

12. Record Keeping

The following records are maintained:



- Daily pest inspections
- Weekly management inspections
- Contractor service reports
- Bait-station maps
- Pest incident logs
- Complaint logs
- Corrective-action records

Records are retained for at least 2 years.

13. Review of the Pest Management Plan

The PMP is reviewed:

- Annually
- After any pest incident
- Following EA feedback
- After significant changes to site operations