

## SOP4 - Standard Operating Procedures – Biosecurity Procedures



**middle level  
commissioners**

| Prior to Arrival                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Determine visit necessity</b>                        | Access to a site will usually be essential for the task being undertaken. However, if there is any possibility of the task being completed effectively by other means, such as a virtual meeting, this should be considered. If a site visit is essential, consideration may be given to where on site that contact with contaminated material is most likely to occur and whether the task may be designed so that these areas are avoided as far as possible.                                                                                                                                                                                                                                            |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Plan site visit order</b>                            | Where multiple sites will be visited in one day, the order of visits should be planned so that those that pose the greatest biosecurity threat are visited last, where this is practical. On large sites, routes should be planned so that areas (e.g. an area with known presence of invasive plants) which pose the greatest threat to biosecurity are visited last.                                                                                                                                                                                                                                                                                                                                     |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Contact the landowner</b>                            | Where possible and appropriate, the landowner should be contacted to discuss any potential biosecurity threats the Board should be made aware of ahead of the site visit. This should be undertaken as part of the site-specific risk assessment process.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Complete a pre-visit biosecurity risk assessment</b> | Procedures for carrying out a <b>biosecurity risk assessment</b> is attached in Appendix II and should be undertaken as part of the wider site-specific or task-specific risk assessment. All biosecurity risks and threats, which may be present, should be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Prepare &amp; carry a biosecurity kit</b>            | <p>This may be a personal kit or a pool kit obtained from the yard or offices. As a minimum, the kit must contain:</p> <ul style="list-style-type: none"> <li>• A bucket or trug</li> <li>• Clean water or a water carrier</li> <li>• Stiff (PVC) bristle brush</li> <li>• Boot pick (tent pegs work well)</li> <li>• Invasive species ID card</li> </ul> <p>Disinfectant may be used in addition to standard check, clean, dry procedures, especially where pathogenic biosecurity threats (e.g. avian flu) are a concern. Where appropriate to use disinfectant, only a DEFRA approved disinfectant such as Virkon S should be used and should only be used on thoroughly cleaned kit and equipment.</p> |
| <p><b>NOTE! AVIAN FLU</b> - As of August 2024 the UK has self-declared zonal freedom from highly pathogenic avian influenza (HPAI) but this strain is still prevalent in the wider European area. If dead wild birds are found on site, do not touch them, stay well away and contact the ecologist ASAP with the location details. Ensure all biosecurity procedures are undertaken thoroughly <b>prior to leaving site</b>.</p> |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| On Site      |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.           | <b>Arrive clean</b>                        | Ensure all your transportation and personal equipment, including boots, clothing, lifejackets and any PPE, is clean, dry and visually free of any plant fragments or potentially contaminated material.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.           | <b>Find a biosecurity base</b>             | Find a location on or near site that is suitable for parking your vehicle and carrying out required personal biosecurity measures. This should ideally be an area of hardstanding as far from any watercourse as reasonably possible Try to avoid taking vehicles on-site where practicable, and if the vehicle does need to go onto the site, stick to demarcated tracks and lanes as far as possible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3.           | <b>Carry out a dynamic risk assessment</b> | There may be biosecurity risks present on the site that were not captured in the pre-visit biosecurity risk assessment. These should be considered through a dynamic risk assessment and any control measures put in place. All staff, contractors and visitors on site should be made aware of biosecurity threats and procedures through toolbox talks on-site and off-site training delivered via workshops and resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.           | <b>Keep it clean</b>                       | It is essential for the health and safety of fieldworkers, as well as for biosecurity purposes, that personal biosecurity practices are maintained on site. This should include cleaning hands with soap and water/cleansing wipes/hand sanitiser before handling any food or drink and when moving between sites.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Leaving Site |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1.           | <b>Leave clean</b>                         | <ul style="list-style-type: none"> <li>Decontamination should take place at your site biosecurity base and used water should be tipped on hardstanding or as far from any watercourse as practically possible.</li> <li>Footwear, clothing, PPE and equipment must be thoroughly inspected and any vegetation or debris removed. It should be visibly clean before leaving site.</li> <li>Use a brush, boot pick and clean water, ideally followed by the application of disinfectant if this is available.</li> <li>If you do not have access to a biosecurity kit, you must ensure that footwear, kit and equipment is thoroughly decontaminated at the earliest opportunity.</li> <li>All water must be drained from water retaining components, outboard motors, tanks and other equipment <b>before</b> removal from site.</li> <li>Any tools or equipment that cannot be cleaned on-site must be removed to a site where they can be washed down. Hot water or a pressure washer should be used where possible, with particular attention paid to tyres, tracks and undercarriage. High pressure steam cleaning is recommended for larger equipment such as excavators, boats, trailers and outboard motors being moved from one watercourse to another.</li> <li>Any soiled clothing or PPE must be laundered immediately at 60°C and any single-use items e.g. boot covers must be double bagged and disposed of. All PPE, kit and equipment must be thoroughly dried before its next use.</li> </ul> |
| 2.           | <b>Report threats</b>                      | The sooner outbreaks are identified, the sooner they can be controlled. Any sightings of INNS should be reported to the relevant officer and ecologist. The ecologist will confirm the INNS ID and make the landowner aware as soon as possible, as it is the Landowner's responsibility to ensure that they do not cause or allow the spread of INNS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Risk Assessment Matrix

This risk assessment matrix is designed to support the implementation of the biosecurity policy and procedures. It can help to effectively ensure that the correct biosecurity measures are in place for all the Boards' activities across the Middle Level.

1. Use the Matrix opposite first to determine the Risk rating for the proposed task – A, B or C.
2. Use the table below to determine the course of action necessary for the defined risk rating.

| RISK RATING |                                                   |
|-------------|---------------------------------------------------|
| A           | OK. Work to provisions in risk assessment.        |
| B           | Proceed with caution. Dynamically review risks.   |
| C           | Cancel task. Approach project in a different way. |

### Risk Matrix:

|                                                                                                                                                                 |   | LIKELIHOOD    |          |          |        |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------|----------|----------|--------|-------------|
|                                                                                                                                                                 |   | Very unlikely | Unlikely | Moderate | Likely | Very likely |
| SEVERITY                                                                                                                                                        |   | 1             | 2        | 3        | 4      | 5           |
| <b>Low</b> (minimal, short-term disturbance levels and negligible damage to native habitats).                                                                   | 1 | A             | A        | A        | A      | A           |
| <b>Medium</b> (moderate, short-term disturbance levels, some damage to native habitats/species. Regenerates quickly).                                           | 2 | A             | A        | A        | B      | B           |
| <b>High</b> (high disturbance levels over a longer period and displacement of species. Damage to native habitats. Significant time to regenerate).              | 3 | A             | B        | B        | C      | C           |
| <b>Very high</b> (long-term disturbance with displacement or death of species. Significant damage to native habitats, taking a significant time to regenerate). | 4 | B             | B        | C        | C      | C           |

## Risk Assessment Example

| Hazard description                                                                                      | Initial risk |            |             | Mitigation                                                                                                                                                                                                                                                                  | Revised risk |            |             |
|---------------------------------------------------------------------------------------------------------|--------------|------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-------------|
|                                                                                                         | Severity     | Likelihood | Risk Rating |                                                                                                                                                                                                                                                                             | Severity     | Likelihood | Risk Rating |
| Disturbance to existing invasive species allowing them to spread within and beyond the works area/site. | 4            | 5          | C           | If invasive species are present or suspected to be present, inform the ecology and environmental services team. Works should not be started until a site survey has been completed, a programme of eradication has been undertaken or appropriate mitigations are in place. | 4            | 2          | B           |
| Removal of arisings, allowing invasive species to spread off site.                                      | 4            | 4          | C           | Arisings should remain on site where possible. If this cannot be achieved, they will need to be removed by a licenced waste carrier with the appropriate permits.                                                                                                           | 4            | 1          | A           |
| Transfer of invasive species on or off site on kit, equipment or machinery.                             | 4            | 5          | C           | Ensure kit and equipment coming into site are clean and dry and follow biosecurity measures, as laid out in the biosecurity procedures, at all times. All kit and equipment must be thoroughly checked, cleaned and dried before removal from site.                         | 4            | 2          | B           |
| Transfer of INNS between watercourses from inappropriately drained vessels/outboards/tanks              | 4            | 5          | C           | Ensure that all water retaining compartments, outboards and tanks are thoroughly drained before leaving site. Follow check, clean, dry procedures and do not move to a different watercourse without cleaning kit and equipment first.                                      | 4            | 2          | B           |

# Biosecurity Risk Assessment



**middle level**  
commissioners

| Work Description & Location: |              |            |             | Name:      |              | Date:      |             |
|------------------------------|--------------|------------|-------------|------------|--------------|------------|-------------|
| Hazard description           | Initial risk |            |             | Mitigation | Revised risk |            |             |
|                              | Severity     | Likelihood | Risk Rating |            | Severity     | Likelihood | Risk Rating |
|                              |              |            |             |            |              |            |             |
|                              |              |            |             |            |              |            |             |
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