



Kernock Park Plants Ltd
Pillaton, Saltash
Cornwall, PL12 6RY

Tel: +44 (0) 1579 350561
Fax: +44 (0) 1579 351151

Email: info@kernock.co.uk
Web: www.kernock.co.uk

Hygiene Policy

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There are some important hygiene policies that we must remember in order to keep the amount of pests and diseases on site down and a high degree of safety for the staff.

PERSONAL HYGIENE

Personal belongings stored on site must be kept to a minimum and designated storage areas used where necessary (away from production and raw material storage areas).

Hands must be as clean as possible while working with plants and plant media. Skin cuts and grazes must be covered as far as possible. Covered shoes must be worn at all times. Adequate sun screen should be applied.

The HR Manager must be informed of any relevant infections prior to commencing work.

Food to be consumed in designated areas only. No food to be consumed while at work on the nursery. Do not eat or place hands near mouths without washing them while at, or after working with plants.

Drinks (hot or cold) must be kept in non-breakable, covered containers.

Where applicable, it is the responsibility of the employee to ensure that suitable protective clothing is worn when conducting activities that require them to do so.

No smoking (including vaping) is permitted in any covered or outside production areas.

Smoking on site is restricted to the following designated outside areas:

- Shelter in main car park
- (Un-covered) benched area in main car park
- Shelter outside G21

All cigarette butts must be taken away or disposed of in cigarette bins provided (it is the responsibility of those using these bins to empty them on a regular basis).

IMPORTANT NOTE: All designated smoking areas must be at least 5 metres from any growing area.

PEST OR DISEASE DETECTION

If there is any suspicion of pest, disease or virus on any plants on site, area controllers must be notified so that a P&D Manager can act on the problem.

CUTTING AND TRIMMING

All snips and shears must be changed every 15-20 minutes or between different batches - whichever is the sooner.

If a pest infected or diseased area has for any reason needed to be cut or trimmed the snips or shears must also be changed before cutting other uninfected plants. Where possible, cut the infected area last.

- Changing involves placing in sterilant tubs provided and leaving there for at least 15 minutes.

Where possible all blades must be cleaned properly after a day's use.

- Cleaning involves scrubbing the blade with a clean wire scourer, then putting the blade into clean sterilant until next use.

The sterilant must be changed at least every week when in use, and sooner if used extensively.

- Changing the sterilant involves emptying, cleaning and filling the holder enough to cover the blades.
- A stock of sterilising solution can be made-up by thoroughly mixing 10g of Persil in a 5-litre container.

The scourer must be kept visibly clean, washed with sterilant and dried (to prevent rusting) each week when changing the sterilant.

ADDITIONAL POLICY FOR SUSCEPTIBLE CROPS

The same instructions apply for virus susceptible and elite derived crops as for other plants, but additional caution is necessary to prevent hand or tool contamination of potential disease present in any variety. Handling/touching of any crops must be kept to a minimum, only where absolutely necessary.

- Those that handle these crops are required to use Menno, an alcoholic based sterilising solution to sterilise snips, shears hands and shifting equipment where stock is being moved between areas.
- Hands must therefore be sprayed when snips are changed and extra care must be taken not to touch plants or pots of one variety and then another without spraying hands first.
- Potting and Propagation and Collation teams must also spray their hands at 15-20 minute intervals as well as between batches when dealing with these varieties.

- Point 3 about cutting suspected diseased material last is particularly relevant here. It is also advisable to handle (cut, trim, pot, propagate, collate, move) suspected batches after other batches and varieties. If handlers are not sure about suspect batches or varieties, they are advised to speak to stock controllers.
- There has been a report of irritation of hands through use of Menno. If this is the case, area/team controllers must be made aware of the fact and it is advised that latex gloves are worn and these are sprayed as normal.
- Smokers must NOT be asked to cut material from elite, or elite-derived mother stock houses.

HOUSE HYGIENE

Wherever possible, bays, beds and benches must be cleaned and sterilised by a FEPA qualified person, between batches of plants.

- Contact the P&D Manager or production manager when unavailable so that a suitable person can be delegated to sterilise.

Be sure to clean up your area of work after creating any mess from cutting, trimming or collating. Keep paths, walk-ways and areas under benches free from any plant debris.

All areas must be cleaned thoroughly during the last 10 minutes of work time on Friday afternoons.

Everyone must make every possible effort to try and prevent weeds and disease spread by removing weeds and dead plant material from production areas - including exposed areas of bays, beds and benches.

Regular checks must be made to remove as much dead plant material (record losses) and weeds as possible.

- Remember - where appropriate we must remove weeds or dead plant material as we work, if it is not going to greatly affect our main job at the time.

All rubbish, plant debris and used materials (trays, pots etc.) must be removed from production areas, bagged where necessary and stacked neatly and in an organised fashion in designated areas to aid collection.

- All rubbish, plant debris and used materials must be collected frequently by the hub team.

Contact your area controller or hub controller if any materials need to be removed or there are any queries about disposal and storage of waste.

No personal plants can be raised on Kernock Park Plants Ltd property due to risk of spread or contamination of pest and disease.