



Public – To be published on the Trust external website

Food handling procedure for units operating self-catering production methods

HS-0016-003-v2

Status: Approved

Document type: Procedure

Overarching policy: Food Hygiene Policy

Contents

| | | |
|-----------|--|-----------|
| 1 | Purpose | 3 |
| 2 | Related documents | 3 |
| 3 | Food allergies | 3 |
| 4 | Good hygiene practice | 4 |
| 4.1 | Hand hygiene | 4 |
| 4.2 | Personal hygiene | 4 |
| 4.3 | Protective clothing | 5 |
| 5 | Maintenance of equipment and the kitchen area | 5 |
| 6 | The food handling process | 6 |
| 6.1 | Stage 1 – Purchase | 7 |
| 6.1.1 | Food suppliers | 7 |
| 6.2 | Stage 2 – Delivery | 7 |
| 6.3 | Stage 3 – Storage..... | 7 |
| 6.3.1 | Storage of food in refrigerators and freezers | 8 |
| 6.3.2 | How to store other foods | 9 |
| 6.3.3 | Personal food items | 9 |
| 6.4 | Stage 4 – Preparation of food | 10 |
| 6.4.1 | Food preparation and colour coding..... | 10 |
| 6.4.2 | Thawing of frozen food | 10 |
| 6.4.3 | Handling frozen poultry | 11 |
| 6.4.4 | Use of probe thermometers | 11 |
| 6.4.5 | 'High Risk' food..... | 11 |
| 6.4.6 | Cooking of meat joints | 12 |
| 6.4.7 | Reheating of cooked food | 12 |
| 6.4.8 | Use of microwave | 13 |
| 6.5 | Stage 5 – Service | 14 |
| 6.5.1 | Meal service checklist..... | 14 |
| 6.5.2 | Unserved meals..... | 14 |
| 6.6 | Stage 6 – Food waste and cleaning..... | 15 |
| 6.6.1 | Food waste | 15 |
| 6.6.2 | Refuse disposal | 15 |
| 6.6.3 | Daily cleaning schedules | 15 |
| 6.6.4 | Mechanical dishwashing..... | 15 |
| 7 | How this procedure will be implemented | 16 |
| 7.1 | Training needs analysis | 16 |
| 8 | How the implementation of this procedure will be monitored | 16 |
| 9 | References | 16 |
| 10 | Document control (external) | 17 |
| | Appendix 1 – Equality Analysis Screening Form | 18 |
| | Appendix 2 – Approval checklist | 22 |
| | Appendix 3 – Purchase of food guidelines form | 24 |
| | Appendix 4 – Trust Inpatient Units authorised to operate full or partial self-catering production methods..... | 25 |

1 Purpose

Following this procedure will help the Trust to:

- Ensure the supply, storage and production of food within the Trust complies with current legislation and guidance
- Ensure compliance with legislation and identified standards helping to protect patients and staff against the risk of food poisoning and hazards linked to contaminated food

2 Related documents

This procedure needs to be read in conjunction with the [Food Hygiene Policy](#) and [Food Allergen Procedure](#).

The self-catering kitchen service is where daily meals for patients are prepared and produced within the unit by nursing staff sometimes assisted by patients.

A list of Trust premises authorised as operating this method can be seen in Appendix 4.

3 Food allergies

Staff including students and volunteers using the Kitchen must follow the information available in the [Food Allergen Procedure](#). They must ensure the following:

- They have completed Allergen Awareness Training as detailed in the Food Hygiene Policy
- They have read and signed to confirm understanding of the Food Hygiene Policy and Food Allergen Procedure
- Details of any foods containing allergens are available as per the Food Allergen Procedure and recorded on an Allergen Matrix
- The Allergen Matrix is available for reference for anyone preparing and consuming the food items
- Patients using the Kitchen to prepare food for consumption by others have appropriate instruction in food hygiene matters incorporating Allergen Awareness to a level appropriate to the task they are undertaking, and be under supervision from staff qualified to Level 3 - Award in Food Safety in Catering

4 Good hygiene practice

4.1 Hand hygiene

You **must** wash your hands :

- After using the toilet
- Before any food handling duties
- After handling any wrapped or unwrapped food, especially raw meat, poultry or vegetables
- Before and after any cleaning procedure
- After touching ears, nose, mouth and hair
- After any contact with patients or their immediate surroundings
- After handling waste food or refuse
- Between different tasks to avoid cross contamination including allergens



Hands **must** be washed with liquid soap and in running water. They **must** be dried thoroughly on disposable paper towels

Wash hand basins **must** be used for hand washing only, **not** for food or food equipment. Hands **must not** be washed in food sinks


Hands **must** be washed between food preparation tasks to avoid cross contamination including allergens

4.2 Personal hygiene

| What you must do | What you must not do |
|--|---|
| <ul style="list-style-type: none"> ✓ Tie back long or untidy hair ✓ Remove jewellery except for plain band ring ✓ Always wear clean work wear ✓ Wear a green disposable apron during food service ✓ Report any relevant illness to your Supervisor or Manager (see Appendix 4a/b Food Hygiene Policy) ✓ If working with a minor abrasion cover it with a blue waterproof dressing from the first aid box | <ul style="list-style-type: none"> x Wear nail varnish or false nails x Eat or drink whilst handling food |

4.3 Protective clothing


| What you must do | What you must not do |
|---|---|
| <ul style="list-style-type: none"> ✓ Wear clean and low-heeled, enclosed footwear within catering areas ✓ Store outdoor coats outside catering area | <ul style="list-style-type: none"> x Wear protective clothing outside of Trust premises x Wear outdoor clothing ie coats in food handling areas |


Remember that you are serving food to patients who may already be vulnerable, therefore being more at risk from infection than people who are well
It is your responsibility to make sure that you observe the highest standards of hygiene possible to ensure their safety whilst in our care

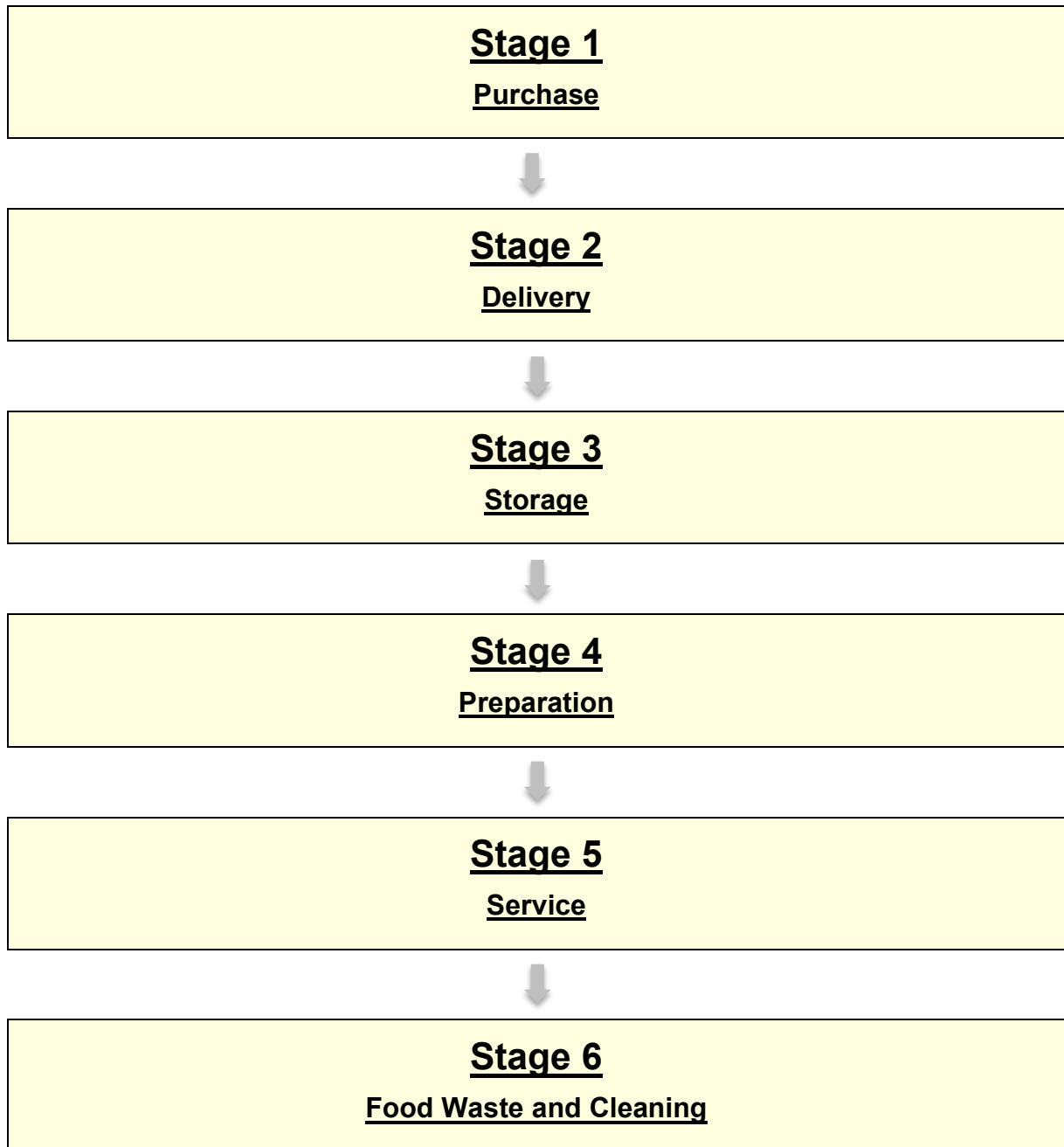
5 Maintenance of equipment and the kitchen area


 You must report all defects

| What ? | Who to ? |
|---|---|
| Defect to kitchen area or any equipment contained within it | Estates / PFI / SLA Head of Catering and Performance Ward Manager |
| Sight of vermin or pest or evidence of their presence | Head of Catering and Performance Ward Manager Hotel Services Supervisor |


 Faulty items awaiting repair must be taken out of use and labelled accordingly with ward name, date reported and works reference number

6 The food handling process



6.1 Stage 1 – Purchase

6.1.1 Food suppliers

- You should purchase food from suppliers approved by Procurement and NHS Supply Chain or appointed NHS Suppliers
- A supplier **not Procurement or NHS Supply chain approved must be** a reputable trader for example a local supermarket with a food standard agency hygiene rating of 4 or above see www.food.gov.uk/ratings
- You must complete the 'Purchase of Food Guidelines Form' (See Appendix 3) for each purchase made and keep for 3 months
- All receipts for social activity arranged by the Trust which results in patients consuming food outside the unit **must** also be kept for 3 months
- You **must** not purchase short shelf life or out of date food
- You **must** not purchase food with broken packing or containers or damaged tins
- Any supplier complaint should be reported to the Head of Catering and Performance who must complete the supplier complaint log for investigation by Procurement. The relevant supplier will be contacted for an explanation of the complaint and a response will be provided to the Trust



Special diets – where appropriate arrangements are not in place on the unit to prepare meals for patients with special dietary requirements meals will be purchased from the Trust's Cook Freeze contractor

6.2 Stage 2 – Delivery

- ✓ All food purchased **must** be transported back to the unit without delay
- ✓ Thermal boxes or freeze bags should be used to maintain temperature of chilled and frozen food
- ✓ Chilled goods **must** not be above +5°C. Frozen goods **must** not be above -18°C
- ✓ Food **must** be protected from contamination at all times and the vehicle transporting the food must be clean



You **must** transfer food to designated chilled/freezer storage area immediately

6.3 Stage 3 – Storage



Chilled and frozen food items **must** be stored immediately on return to unit
To prevent cross contamination food should be adequately covered when stored

6.3.1 Storage of food in refrigerators and freezers

| Refrigerator | Freezer |
|--|--|
| General refrigerators must be capable of operating below +5°C | Frozen food must be stored at -18°C or below. The manufacturers advice on length of storage must be followed |
| Must be sited away from any heat source - including sunlight - in a well-ventilated area, so all surfaces and surrounding area can be adequately cleaned. Good ventilation ensures efficient running | Must be sited away from any heat source – including sunlight – in a well-ventilated area, so all surfaces and surrounding area can be adequately cleaned. Good ventilation ensures efficient running |
| The probe of a visible temperature gauge must be situated in the warmest part of the refrigerator for the most effective monitoring The temperature must be checked twice during a 24-hour period once am and once pm, with a minimum of 6 hours between readings plus an air temperature daily <ul style="list-style-type: none"> • An air probe and digital display reading must be used • Any readings above +5°C must be reported to the Estates Department for remedial action and inform the Hotel Service Supervisor and Ward Manager | A recorded check of the operating temperature of the freezer must be taken daily by the relevant staff plus an additional air temperature also taken and recorded <ul style="list-style-type: none"> • An air probe and digital display reading must be used • Any reading higher than -15°C or between -15°C and -18°C on 3 occasions must be reported to the Estates Department for remedial action, and inform the Hotel Services Supervisor and Ward Manager |
| You must check the temperature of stored foods in the event of a refrigerator breakdown If the food temperature has not exceeded +5°C the food must be placed into an alternative refrigerator Food between +5°C to +8°C should be transferred to an alternative refrigerator and used as soon as possible Food above +8°C must be destroyed | You must check the temperature of stored foods in the event of a freezer breakdown If the food temperature has not exceeded -15°C the food must be placed into an alternative freezer Food between -14°C to +5°C should be discarded / consumed / cooked depending on product Food above +8°C must be destroyed |
| Overstocking must be avoided, in order to ensure a good circulation of air never place items directly in front of the air circulation unit | Overstocking must be avoided, in order to ensure a good circulation of air never place items directly in front of the air circulation unit |
| All items taken from their original packaging, including open cans, must be covered, and labelled with day dots identifying the date for disposal | All items should be appropriately packaged to prevent exposure to frost and ‘freezer burn’ and labelled with day dots identifying contents, date frozen and use by date |
| Food must be rotated following the basic rule of ‘First in-First Out’ | Food must be rotated following the basic rule of ‘First in-First Out’ |
| Food must be used with reference to the ‘use by date’ and no food used after this date | Food must be used with reference to the ‘expiry date’ and no food used after this date |
| All outer packaging of food must be removed, away from food preparation areas | All outer packaging of food must be removed, away from food preparation areas |
| Spot clean daily Deep clean on a weekly basis | Spot clean daily Deep clean on a weekly basis Freezers without a self-defrost must be defrosted weekly prior to cleaning |

6.3.2 How to store other foods

| Food Item | Storage | Other Guidelines |
|--|---|---|
| Ice cream and ice cream products | -18°C in freezer | <ul style="list-style-type: none"> Do not exceed manufacturer expiry date |
| Cooked meat | +1°C to + 5°C in refrigerator | <ul style="list-style-type: none"> Keep separate from raw products |
| Milk, butter, cheese, yoghurts and other dairy | +1°C to + 5°C in refrigerator | <ul style="list-style-type: none"> Keep separate from raw products |
| Eggs | +1°C to + 5°C in refrigerator | <ul style="list-style-type: none"> Check date codes Cracked or dirty shell eggs should be discarded |
| Fresh fruit except bananas | +1°C to + 5°C in refrigerator | <ul style="list-style-type: none"> Remove external packaging and place in ventilated container Bananas to be stored at room temperature to avoid 'chill injury' |
| Vegetables and Salad items | +1°C to + 5°C in refrigerator | <ul style="list-style-type: none"> Remove external packaging and place in ventilated container |
| Bread and bread products | Cool well-ventilated store | <ul style="list-style-type: none"> Check for mould |
| Canned goods | Check labelling on product for specific details | <ul style="list-style-type: none"> Rotate stock following manufacturer dates Discard any cans which are blown, dented, rusty or have seam damage |
| Dry goods (flour and cereal) | Room temperature Damp free After opening store in impervious container with tight fitting lid | <ul style="list-style-type: none"> Check regularly for signs of contamination and infestation Containers must be cleaned and dried each time they are emptied |

6.3.3 Personal food items



Staff **must not** store, prepare and re-heat personal food items for their own consumption in the self-catering kitchen

6.4 Stage 4 – Preparation of food

6.4.1 Food preparation and colour coding



Colour coding of utensils and preparation boards **must** be adopted as standard

The Trust's food preparation colour scheme is :

Red – Raw meat and poultry

Blue – Fish

Green – Salad and fruit items

Brown – Vegetables

Yellow – Cooked meat

White – Sandwiches and dairy produce

- Raw foods must always be kept separate from food to be served without any further treatment
- You **must** use clean utensils at all times
- You **must** use separate utensils for raw and cooked food. If this **is not** possible they must be thoroughly sanitised between use
- You **must** use clean preparation boards at all times
- Preparation boards **must** be regularly checked for scoring and damage and replaced as necessary
- You **must** keep food covered until it is needed and in the correct storage condition
- You **must** wash fresh fruit and salad items in running cold water before use

6.4.2 Thawing of frozen food



You must thaw meat and poultry before cooking

Thawing **must** take place in one of the following places:

- A refrigerator maintained at a temperature below +5°C
- Thawing food **must** be kept on the bottom shelf and away from cooked food (ample time **must** be allowed for thorough thawing to take place)
- You **must** avoid exposing cooked food to the risk of contamination especially from the thawed liquid of raw meat
- You **must** check to ensure thawing has taken place right to the centre of the food prior to cooking
- Do not speed the defrost process by the immersion in water

6.4.3 Handling frozen poultry

- You **must** remove frozen poultry from its polythene bag and place in a container so the liquid from thawing can drain away
- You **must** remove giblets as soon as possible
- Thorough thawing must take place at a temperature below +5°C
- After thawing, the poultry **must** be kept in a refrigerator in enclosed container below all other food and cooked within 24 hours
- **Do not** wash raw poultry
- Thoroughly clean utensils and work surfaces before and after handling poultry and wash your hands

6.4.4 Use of probe thermometers

- You **must** always keep the probe clean and disinfected, wiping the probe before probing each item of food using appropriate wipe
- You **must** check centre temperature of the food
- You **must** allow time for the readout to stabilise before the temperature is recorded
- You **must** clean the probe after use and store in a clean drawer or washable container when not in use to prevent unnecessary contamination and damage



The probe thermometer **must** be checked monthly to show they are working within an acceptable tolerance and this will be carried out by the Hotel Services Supervisor or Contracting & Performance Officer. Reference probes are calibrated annually by the Facilities Site Manager or Contracting & Performance Officer

6.4.5 'High Risk' food



Food must not be prepared too far in advance of cooking and consumption. High risk foods can be classified under various headings as below :

| | |
|-----------------------|--|
| Meat | Beef, lamb, pork, rabbit, ham, tongue, pressed meats, stock, stews, minces, curries, sausages, meat pies and pate and similar products |
| Poultry | Chicken, turkey, duck and game, poultry, pies, pate and similar products made with poultry |
| Sea food | Prawns, mussels, shrimps, cockles, crabs, smoked mackerel, cod, salmon and haddock |
| Dairy products | Milk, cream, soft cheeses, mayonnaise, ice cream, custard, raw shell eggs and pasteurised egg |
| Other food | Gelatine and glazes, rice, red kidney beans, root vegetables, gravies and sauces |



Any prepared dish which is contaminated or suspected of being contaminated by spillage, splashing or drip from any unprepared meat product or high-risk products must be discarded

Patients who have weakened immunity due to illness, medication, pregnancy or age must avoid eating soft mould and ripened cheeses, soft blue-veined cheeses and all types of pate

6.4.6 Cooking of meat joints

- You **must** cook food which has a high risk of contamination in a carefully controlled way. This will provide sufficient heat to reduce contamination to an acceptable level
- You **must**, at regular intervals, check high risk food using a probe thermometer, to ensure that recommended temperatures are reached in **all** parts of the item being cooked and the temperature **must** be maintained as per the chart below for a minimum of 20 minutes

| | |
|----------------|---|
| Beef | Core temperature of joint when cooked +75°C |
| Lamb | Core temperature of joint when cooked +75°C |
| Pork | Core temperature of joint when cooked +75°C |
| Poultry | Core temperature of joint when cooked +75°C |
| Ham | Core temperature of joint when cooked +75°C |

- Hold all cooked foods at temperatures below +5°C if to be eaten cold or above +63°C if to be eaten hot to prevent bacterial growth
- A food joint must be kept below 5 – 6lbs (2.5kgs) in weight
- You **must** clean temperature probes between use to prevent contamination

6.4.7 Reheating of cooked food



You must not reheat food. Uneaten food should be thrown away

6.4.8 Use of microwave

| What you must do | What you must not do |
|---|---|
| <ul style="list-style-type: none"> ✓ Follow the manufacturer instructions on all food items ✓ Check the wattage of the microwave i.e. 700kwh, 850kwh, 900kwh etc ✓ Treat manufacturing re-heating times as a guideline ✓ Use a deep-sided bowl or jug for liquids, non-metal ✓ Pierce the film, if the food is in a container, to allow excess steam to escape ✓ Where possible stir food halfway through the heating time and again on completion ✓ Always take care when removing liquids from the microwave, as there is often little or no visible sign that a liquid is on the point of boiling over. Always use oven gloves ✓ Always allow food to 'stand' at the end of the heating time ✓ Food must achieve a centre temperature of +75°C to destroy bacteria ✓ You must serve microwave food at +63°C or above ✓ Always leave the microwave clean after use | <ul style="list-style-type: none"> ✗ Never use metal or foil containers ✗ Never use metal utensils inside the microwave |

6.5 Stage 5 – Service

6.5.1 Meal service checklist

| Question | ✓ | ✗ |
|---|---|---|
| Have you checked prior to service any special dietary requirements including allergens? | | |
| Have you washed your hands before commencing service? | | |
| Have you put a green disposable apron over your clothes? | | |
| Have you checked crockery/cutlery to ensure cleanliness? Are there any chips or cracks in crockery? | | |
| Have you probed the food and recorded the temperature during cooking? | | |
| Have you tested and recorded temperatures on completion of cooking to above +75°C? | | |
| Has food been protected from contamination at all times? (This includes where it is displayed for patients to select) | | |
| Have any hot items fallen below +63°C been discarded? | | |
| Have hot cupboards and service containers been pre-heated to a temperature that will keep hot food above +63°C. | | |
| Has the cold food been maintained below +5°C both before and during service? (This includes sandwiches as the filling may contain a high-risk food) | | |
| Was the ice cream served frozen? (Ice cream must never be refrozen once it begins to thaw) | | |

- You **must** take particular care handling liquids, such as soup and custard
- Sauces (gravy, custard) **must** be made up in the unit kitchen prior to service. A temperature of +75°C **must** be reached and recorded and should not be allowed to fall below +63°C
- Hot food **must** be served onto warm plates, chilled items on cool plates and served as quickly as possible to avoid temperature loss
- Meal service **must** commence immediately following the cooking process
- You **must** never re-heat cooked food

6.5.2 Unserved meals



Unserved food **must** be thrown away

Never allow patients to store chilled ready to eat food in their rooms for consumption at a later time as this will increase the risk of food poisoning

6.6 Stage 6 – Food waste and cleaning

6.6.1 Food waste

- ✓ You **must** dispose of food waste at ward level
- ✓ You **must** use a waste disposal unit

6.6.2 Refuse disposal

- ✗ You **must not** allow refuse to accumulate in the kitchen
- ✓ You **must** place refuse in bags, seal and remove at regular intervals to an outside collection point
- ✗ You **must never** leave refuse overnight in the kitchen

6.6.3 Daily cleaning schedules

The organisation and monitoring of the cleaning of the kitchen is coordinated using a Cleaning Schedule

The schedule defines :

- What is to be cleaned
- Frequency of cleaning
- Materials to be used
- Method to be used
- Safety precautions to be taken
- Who is to do cleaning

Advice on cleaning schedules can be obtained from the Hotel Services Supervisor, Head of Cleaning and Head of Catering and Performance

6.6.4 Mechanical dishwashing

- ✓ You **must** rinse articles prior to washing
- ✓ You **must** place articles in the appropriate rack so they do not overlap and start the wash cycle following manufacturer instructions
- ✓ You **must** remove the racks and allow the articles to air-dry on completion of the wash cycle. If required, use paper towels to finish the drying process

7 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website
- Line managers will disseminate this procedure to all Trust employees through a line management briefing

7.1 Training needs analysis

| Staff/Professional Group | Type of Training | Duration | Frequency of Training |
|--------------------------|------------------|----------|-----------------------|
| | | | |
| | | | |

8 How the implementation of this procedure will be monitored

| Auditable Standard/Key Performance Indicators | Frequency/Method/Person Responsible | Where results and any Associate Action Plan will be reported to, implemented and monitored (this will usually be via the relevant Governance Group) |
|---|-------------------------------------|---|
| 1 | | |
| 2 | | |
| 3 | | |

9 References

Food safety and Hygiene (England) Regulations 2013

Food Law Code of Practice

Food Law Guidance

(EC) 852/2004 Hygiene of Food stuffs

10 Document control (external)

To be recorded on the policy register by Policy Coordinator

| | | |
|---|---|--------------|
| Date of approval: | 15 June 2021 | |
| Next review date: | 15 June 2024 | |
| This document replaces: | Food handling procedure for units operating self-catering production methods HS-0016-002-v3 | |
| This document was approved by: | Name of committee/group | Date |
| | IPC | 15 June 2021 |
| This document was ratified by: | Name of committee/group | Date |
| | N/A | |
| An equality analysis was completed on this document on: | 9 April 2021 | |
| Document type | Public | |
| FOI Clause (Private documents only) | n/a | |

Change record

| Version | Date | Amendment details | Status |
|---------|--------------|---|----------|
| 3 | 15 June 2021 | Transferred on to new procedure template. Added food allergen procedure HS-0016-004.v1 | Approved |
| | | | |
| | | | |

Appendix 1 – Equality Analysis Screening Form

Please note; The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

| | | | | |
|--|--|-------------------------------------|-----------------------|--------------------------|
| Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc. | Estates and Facilities | | | |
| Policy (document/service) name | Food handling procedure for units operating self-catering production methods | | | |
| Is the area being assessed a... | Policy/Strategy | <input type="checkbox"/> | Service/Business plan | <input type="checkbox"/> |
| | Procedure/Guidance | <input checked="" type="checkbox"/> | Code of practice | <input type="checkbox"/> |
| | Other – Please state | | | |
| Geographical area covered | Trust wide | | | |
| Aims and objectives | Ensure compliance with food hygiene legislation and good practice guidance | | | |
| Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.) | April 2021 | | | |
| End date of Equality Analysis Screening (This is when you have completed the equality analysis and it is ready to go to EMT to be approved) | April 2021 | | | |

You must contact the EDHR team if you identify a negative impact. Please ring the Equality and Diversity team on 0191 3336267/3046

| | | | | | |
|--|--------|---|--------|--|--------|
| 1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit? | | | | | |
| Service Users, Staff, Visitors / Members of the Public | | | | | |
| 2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below? | | | | | |
| Race (including Gypsy and Traveller) | Yes/No | Disability (includes physical, learning, mental health, sensory and medical disabilities) | Yes/No | Sex (Men, women and gender neutral etc.) | Yes/No |
| Gender reassignment (Transgender and gender identity) | Yes/No | Sexual Orientation (Lesbian, Gay, Bisexual and Heterosexual etc.) | Yes/No | Age (includes, young people, older people – people of all ages) | Yes/No |
| Religion or Belief (includes faith groups, atheism and philosophical belief's) | Yes/No | Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave) | Yes/No | Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) | Yes/No |
| <p>Yes – Please describe anticipated negative impact/s</p> <p>No – Please describe any positive impacts/s</p> <p>The implementation of this policy and associated procedures will ensure the trust comply with the legal obligation to ensure safe food handling and to supply information to consumers on the allergens that are found in the food we provide. This includes all food outlets in addition to our inpatient services.</p> <p>Requests relating to cultural or religious requirements by service users on inpatient wards will be managed at ward level by clinical staff. Hotel Services will always attempt to meet the requests of services users.</p> | | | | | |

| | | | | |
|--|--|----------|-----------|--|
| <p>3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? If 'No', why not?</p> | <p>Yes</p> | <p>✓</p> | <p>No</p> | |
| <p>Sources of Information may include:</p> <ul style="list-style-type: none"> • Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc. • Investigation findings • Trust Strategic Direction • Data collection/analysis • National Guidance/Reports | <ul style="list-style-type: none"> • Staff grievances • Media • Community Consultation/Consultation Groups • Internal Consultation • Research • Other (Please state below) | | | |
| <p>4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Sex, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership</p> | | | | |
| <p>Yes – Please describe the engagement and involvement that has taken place</p> | | | | |
| <p>The Food Hygiene Policy and associated procedures have been developed with support from Dietitians. The policy and procedures will be circulated for trust wide consultation for a period of 6 weeks</p> | | | | |
| <p>No – Please describe future plans that you may have to engage and involve people from different groups</p> | | | | |
| Empty space for 'No' response | | | | |

| | | | | | | | |
|--|---|--------|---------------|--|--------|---------------------------------------|--------|
| 5. As part of this equality analysis have any training needs/service needs been identified? | | | | | | | |
| Yes/No | Please describe the identified training needs/service needs below | | | | | | |
| | Food Allergen Procedure | | | | | | |
| A training need has been identified for; | | | | | | | |
| Trust staff | | Yes/No | Service users | | Yes/No | Contractors or other outside agencies | Yes/No |
| Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so | | | | | | | |
| If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046 | | | | | | | |

Appendix 2 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval

| | Title of document being reviewed: | Yes/No/Not applicable | Comments |
|-----------|---|-----------------------|---|
| 1. | Title | | |
| | Is the title clear and unambiguous? | YES | |
| | Is it clear whether the document is a guideline, policy, protocol or standard? | YES | |
| 2. | Rationale | | |
| | Are reasons for development of the document stated? | YES | |
| 3. | Development Process | | |
| | Are people involved in the development identified? | YES | |
| | Has relevant expertise been sought/used? | YES | |
| | Is there evidence of consultation with stakeholders and users? | YES | |
| | Have any related documents or documents that are impacted by this change been identified and updated? | YES | FOOD HYGIENE POLICY AND ASSOCIATED PROCEDURES |
| 4. | Content | | |
| | Is the objective of the document clear? | YES | |
| | Is the target population clear and unambiguous? | YES | |
| | Are the intended outcomes described? | YES | |
| | Are the statements clear and unambiguous? | YES | |
| 5. | Evidence Base | | |
| | Is the type of evidence to support the document identified explicitly? | YES | PROCEDURES |
| | Are key references cited? | YES | |
| | Are supporting documents referenced? | YES | |
| 6. | Training | | |
| | Have training needs been considered? | YES | |
| | Are training needs included in the document? | YES | |
| 7. | Implementation and monitoring | | |
| | Does the document identify how it will be implemented and monitored? | YES | |

| | Title of document being reviewed: | Yes/No/Not applicable | Comments |
|------------|---|-----------------------|-------------------------------|
| 8. | Equality analysis | | |
| | Has an equality analysis been completed for the document? | YES | |
| | Have Equality and Diversity reviewed and approved the equality analysis? | YES | |
| 9. | Approval | | |
| | Does the document identify which committee/group will approve it? | YES | INFECTION, PREVENTION CONTROL |
| 10. | Publication | | |
| | Has the policy been reviewed for harm? | YES | |
| | Does the document identify whether it is private or public? | YES | |
| | If private, does the document identify which clause of the Freedom of Information Act 2000 applies? | N/A | |

Appendix 3 – Purchase of food guidelines form

Any person purchasing food for patient consumption must comply with the Trust's Policy and Procedures.

If units wish to purchase from supermarkets and local shops, take-away restaurants or to take patients to restaurants for a meal as part of their treatment programme they are required to complete the following form for each purchase made or ensure that receipts contain the name of the shop or restaurant and date of purchase are attached to this form. This will ensure we safeguard the patient and Trust in the event of a food poisoning outbreak. It is recommended that where available the rating of the establishment is checked with the Food Standards Agency www.food.gov.uk/ratings and only those achieving 4 rating or above are used.

PURCHASE OF FOOD

(from shops, restaurants etc)

Please complete and sign the following:

Food purchased:

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |

Date:

Signed:

This blank form should be photocopied on the unit and the completed copies filed by the Ward/Unit Manager for inspection if required. The form should be kept for three months following the consumption of the food.

Appendix 4 – Trust Inpatient Units authorised to operate full or partial self-catering production methods

367 Thornaby Road

Aysgarth

Bankfields Court

Kilton View (Day Unit)

Park House

Imperial Avenue (Day services)

Primrose Lodge

Roseberry Park

- **Baysdale**

The Orchards

Lanchester Road Hospital

- **Harland**
- **Langley**
- **Bek**
- **Ramsey**
- **Talbot**

West Park

- **Holly**

York and Selby

- **Acomb Bungalows,4-6 Oak Rise**