Food Hygiene Policy

NHS Lothian

Title:	
Food Hygiene Policy	
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Approved by:	Policy Approval Group
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Author/s:	Head of Soft Facilities Management NHS Lothian Infection Prevention and Control Team
Policy Owner:	Director of Operations
Executive Lead:	Deputy Chief Executive
Target Audience:	All staff working within NHS Lothian; particularly those involved in food handling at any stage of the process
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Version Control

Date	Author	Version/Page	Reason for change
Oct 2014	Infection Prevention and Control	v1.1	Policy reviewed and updated
March 2015	Infection Prevention and Control	v1.2	Technical update: Menu and document retention policy.
Oct 2017	Infection Prevention and Control	v2.0	Bi-annual review. Approved by Pan-Lothian Infection Control Committee
March 2021	Head of Soft Facilities Management Infection Prevention and Control	v2.1	Under review
March 2021	Head of Soft Facilities Management Infection Prevention and Control	v3.0	Approved by PAG

Executive Summary

Food hygiene is essential to ensure food is stored, handled, served and any waste disposed of appropriately. This ensures food is safe to consume. This policy details the steps staff will take to ensure the relevant legislation is complied with.

Food Hygiene Policy

Contents

1.0   Purpose

The purpose of this document is to provide a framework which ensures that all food served within NHS Lothian is as safe as possible and that we use processes which support this and enable us to be compliant with the law.

2.0   Policy statement

All employees in NHS Lothian that are involved in food handling at any stage of the process need to be aware of good food hygiene practices and the need to handle food in a safe, clean environment.

All aspects of hospital food hygiene are subject to control under legislation and hospitals, including wards, can be inspected by Environmental Health Officers at any time. These Officers have the power to enforce provision of the Food Safety Act 1990 the EU Regulation (EC) No 852/2004 and the Food Hygiene (Scotland) Regulations 2006. The Food Hygiene (Scotland) Regulations (2006) require that all food businesses apply food safety management procedures based on the principles of Hazard Analysis and Critical Control Point (HACCP) to their business wherever the service is delivered and whoever is involved in that service. If food is not handled correctly, legal action can be taken against either the organisation, the service or the individual who fails to comply with the law.

3.0   Scope

This policy applies to all staff working within NHS Lothian. SOPs falling under the auspices of this policy must also be followed by all staff involved in any stage of food production or service.

4.0   Definitions

HACCP – Hazard Analysis Critical Control Point, which is the risk assessment and control methodology at the core of our food production and service systems.

EHO – Environmental Health Officer

5.0   Implementation roles and responsibilities

5.1   Organisational

The Chief Executive, Chief Operating Officer, Directors and Management Teams are responsible for:

- Ensuring operational procedures and risk management arrangements to meet this policy are in place;

- Providing resources for implementing and maintaining this policy;

- Reviewing performance of this policy;

- Reviewing the effectiveness of this policy.

The Director of Operations (Facilities) is responsible for:

The provision of adequate facilities and support arrangements to implement and maintain the environmental, and food production and delivery aspects of this policy.

5.2 Departmental

Facilities Area Manager

The Area Managers for Soft Facilities Management have overall authority and responsibility for food production and delivery activities within the premises where in house facilities are operated for which they are responsible. They have a duty to ensure compliance with the general policy statement on food safety, including the procedures and local arrangements for carrying out that policy in relation to the delivery of their services.

Departmental/Line Managers are responsible for:

- Making sure that all staff are aware of this policy other related policies and relevant procedures;

- Putting into practice the local procedures and safe systems of work (HACCP)which are designed to reduce risks associated with food production and service;

- Ensuring that all staff and workers engaged food production and service have adequate information, training, instruction, supervision and support. This includes refreshing staff knowledge and skills at regular frequencies;

- Monitoring the effectiveness of local procedures and safe systems of work, with annual review of occurrence, recording investigation and management inspections;

- Ensuring that local policies and procedural guidelines are developed and maintained;

- Ensuring staff receive suitable and effective support following any incidents involving food services;

All staff and workers engaged in food production and service are responsible for:

- Taking precautions and reasonable care of themselves and any other persons who may be affected by their actions and the environment;

- Co-operating with policy, procedures and safe systems of work that are in place to minimise risk to those consuming the food;

- Reporting of all incidents, including near misses that arise;

- Attending the appropriate training and instruction and ensuring practical skills are regularly refreshed;

- Assisting managers with the identification of any risks arising from food production and service activities.

5.3   Audits and risk assessment

NHS Lothian will, with the assistance of other relevant organisations, carry out audits and risk assessments of all its food production and service activities including general compliance with recognised and applicable standards, general condition of equipment, transportation and storage arrangements, and arrangements for communication and training. Information gained from this exercise will be used in the preparation of an on-going plan for service improvements. The audits and risk assessments will be reviewed annually.

5.4   Data management

The maintenance, presentation and interpretation of accurate and uniform data on waste levels and costs is fundamental to the success of this area of business and all managers should have systems in place to enable this.

All NHS Lothian employees are responsible for ensuring safe food hygiene practices wherever they are involved in the handling or preparation of food or snacks.

5.5   General Provisions and requirements

5.5.1 Good Food Hygiene

- Protecting food from risk of contamination, including harmful micro-organisms, chemicals and foreign bodies.
- Preventing any micro-organisms present from multiplying to an extent which would result in the illness of consumers or the early spoilage of the food including through failing to ensure appropriate temp control as described within infection control policy "Food handling at Ward level" or HACCP controls in place at Catering production sites.
- Destroying any harmful bacteria in the food by thorough cooking or processing.
- Discarding all out of date, unfit or contaminated food.

5.5.2 Temperature Control for Food

Temperature control regulations apply to all types of food, which without control might support the growth of harmful (pathogenic) micro-organisms, or the formation of poisons (toxins).To ensure that food is safe it must be maintained at a safe temperature: hot food at or above 63°C and cold food at or below 5°C.

Apart from the categories of food listed below, **all** foods require temperature control:

- Foods that can be kept at room temperature throughout their shelf life without causing any health risk. This includes items such as confectionery and unopened UHT milk.

- Foods that go through a preservation process, for example canning or dehydration, although some of these will require temperature controlled storage after they are opened.

- The refrigerator should be kept at or below a temperature of 5°C.

- The freezer should be kept at or below a temperature of minus 18°C.

5.5.3 Food Labelling

Legislation requires that all foods are correctly date labelled so as not to confuse the consumer.

- 'Use by' date for high risk foods

The date and month is given and this applies to highly perishable foods. Products with expired use by dates should be considered unfit and not consumed. High risk foods include those containing dairy, eggs, cooked meats & fish and soft cheeses including in sandwiches.

- 'Best before' date for low risk foods

The best before date applies to foods designed to be consumed within three months. It means there is likely to be a deterioration in quality after this date but the food is not necessarily unsafe to consume. The instructions placed on the packaging by the manufacturer should be followed as accurately as possible, in particular the storage instructions.

Foods should be used within 24 hours of opening. If the food is for a specific patient then their name should be clearly identified on the packaging. Food products that have exceeded their shelf life should be considered a risk to health and should be discarded and disposed of in the correct manner. It is not acceptable to store open cans of food in the refrigerator.

5.5.4 Immuno-compromised Patients

Areas where patients are immuno-compromised must have additional local standard operating procedures regarding the restriction of high risk foods both within the hospital and when in the community if the patient remains immuno-compromised.

5.5.5 Food Preparing Environment

It is essential that any premises where food is stored, prepared or served be maintained in a serviceable, clean condition at all times with washable intact surfaces and without risk to patients, healthcare workers and members of the public. All broken surfaces must be reported to the Estates Department immediately for repair.

5.5.6 Pests

All healthcare workers must be vigilant and alert to signs of pest infestation which is a major food contamination risk. To reduce the risk of infestation it is important that good housekeeping is employed in particular the cleaning and removal of any crumbs or other food debris which will attract pests. Any sign of possible infestation must be reported to the appropriate service **as soon as it is identified**.

Signs of Infestation
- Droppings
- Damage including gnawing marks in food, packaging, wires, etc.
- Unusual smells.

Types of Food pests:
- Rodents – rats and mice
- Insects – flies, wasps, cockroaches, ants, silver fish, etc.
- Birds – sparrows.

5.5.7 Hand Hygiene

Please refer to the Hand Hygiene section of the National Manual, Section 1.2.

5.5.8 Bacterial Detergent and Cleaning

Only disposable green colour coded cloths to be used for cleaning. Within all kitchens the surfaces must be cleaned using a solution of the bactericidal detergent and hot water. The Domestic Services Cleaning Procedures Matrix and colour coding must be adhered to for all aspects of cleaning in kitchen areas.

5.5.9 Food Contamination Complaints

Any service user complaints must be recorded and the catering manager contacted immediately to enable a timely investigation of all food related issues. If foreign bodies are found in the food a customer complaint record must be completed as soon as possible and the item retained for inspection sealed in a clear plastic bag if possible.

6.0 Associated materials

Various other operational policies and procedures complement this policy and inform implementation by providing further detail of the standard methodology for the management of safe food hygiene across NHS Lothian. These include:
- Quick Reference Guide: Food Hygiene Policy
- National Infection Prevention and Control Manual including:
  - Meal Receiving & Serving
  - Refrigerator & Freezer Management for Non-catering Departments
  - Food Handling for Non-catering Departments, Bringing Food into Hospital
  - Ward Barbeques
  - Use of Microwave Ovens in Clinical Areas
  - Use of Water Coolers in Clinical Areas
- HAI Standards
- Domestic Services Colour Coding Poster Evidence base

Sprenger, R. A., The Intermediate Food Hygiene Handbook, 6th Edition, Highfield Publications, Doncaster (2008).

REGULATION (EC) No 852/2004 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 29 April 2004 on the hygiene of foodstuffs

REGULATION (EC) No 853/2004 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 29 April 2004 laying down specific hygiene rules for on the hygiene of foodstuffs

Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 'laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety'

The Food Hygiene (Scotland) Regulations 2006

The Food Hygiene (Scotland) Amendment Regulations 2007

The Food Hygiene (Scotland) Amendment Regulations 2010

The Food Hygiene (Scotland) Amendment Regulations 2012

The Food Hygiene (Scotland) Amendment Regulations 2014

The Food Hygiene (Scotland) Amendment Regulations 2016

The Food (Scotland) Act 2015

The Health and Safety at Work Act 1974

The Food Safety Act 1990 (Amendment) Regulations 2004

Reducing the risk of vulnerable groups contracting listeriosis Guidance for healthcare and social care organisations Food Standards Scotland October 2016

The Food Labelling Regulations 1996

Regulation (EC) No. 178/2005 General Food Regulations 2004

7.0   Stakeholder consultation

Health & Safety, Facilities (Catering), and Infection Prevention & Control colleagues were consulted during the review of this policy.

8.0   Monitoring and review

This policy will be formally reviewed bi-annually by the Pan Lothian Infection Control Committee. The Medical Director as the Lead Executive will continuously review implementation of the policy and procedure and prompt earlier review if required