



## **Food and Nutrition Policy**

**Director Responsible**

**Director of Adult Services**

**Author**

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**Approved by**

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## DOCUMENT HISTORY

Date	Author/Editor	Summary of Changes	Version No.
07.08.2018	Adele Houston	Review of 1 <sup>st</sup> version of policy	1
14.05.2019	Robert Krawczyk	Creation of 2 <sup>nd</sup> version of policy	2

## CONSULTATION AND RATIFICATION SCHEDULE

Name of Consultative Body	Date of Approval
Senior Management Team	

## CROSS REFERENCE TO OTHER POLICIES/STRATEGIES

This policy should be read in conjunction with:	Detail
Corporate Risk Strategy	
Zero Waste Regulations 2012	New legislation which was passed in 2012 over the Scottish government's target to reduce waste by setting parameters over the recycling of dry waste and food waste
Food Information for Consumers 2015	New legislation which came into effect in December 2014 over identified food allergens

KEYWORDS: food, drink, consumed, Cooksafe, food safety

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## **1. PURPOSE**

The purpose of this policy is to ensure safe food handling procedures are adhered to in line with the Food Safety Act 1990, and that “best practice” methods are implemented for food, fluid and nutritional care in accordance with the Food in Hospitals National Catering and Nutrition Specification for Food and Fluid Provision in Hospitals in Scotland 2008 document.

## **2. POLICY STATEMENT**

Primecare Health LTD will ensure, so far as is reasonably practicable, that it supports will not be placed at risk due to unsafe or poor food practices and that it also recognises the importance for all individuals to have a healthy, balanced and nutritious diet. Part of that duty of care is to ensure that all food and beverages sourced and provided are safe and fit for human consumption.

The Food and Nutritional Policy of Primecare Health LTD has been developed to ensure that all food and drink is produced, purchased, stored, prepared, distributed, handled and consumed in a safe and hygienic manner, without risk to the health and safety of the individual. It also ensures that individuals are provided with the opportunity to eat a diet appropriate for their needs that will optimize their health. This includes the importance of regular fluid intakes.

These will be achieved through the provision of training, awareness, advice and supervision, in accordance with relevant Codes of Practice and legislation i.e. Food Standards Agency, CookSafe and Hazard Analysis Critical Control Points (HACCP).

This applies to all workplaces within and associated to/with Primecare Health LTD.

Should employees have concerns about the level of Food Safety within the organisation, or their service they should inform a responsible person, (i.e. Line Manager, Health and Safety Representative), in order that the organisation can investigate and rectify the situation accordingly.

This policy will be made available to any interested parties upon request and be reviewed on a three (3) yearly basis to ensure it meets all current, related food safety and food nutrition legislation, guidelines and practices.

This policy is to be read in conjunction with the Corporate Risk Strategy.

## **3. POLICY OBJECTIVES**

The aim of this policy is:

- To ensure a consistent approach to food and nutrition related matters within the organisation
- To ensure that all food supplied, transported, purchased, stored, prepared, handled and consumed within premises controlled or supervised by Primecare Health LTD staff is done so in accordance with relevant legislative requirements

- To provide employees, volunteers, service users, and visitors with guidelines to enable them to make decisions and apply “best practices” consistent with current legislation and Codes of Practice.
- To ensure that all food handling procedures have appropriate and adequate management systems and control measures (e.g. Hazard Analysis Critical Control Points) in place which are being actively used
- To ensure that all risks associated with food provision are reduced to a tolerable level
- To ensure that all food handlers have the necessary competence to undertake their duties in accordance with the requirements of this policy.
- To ensure that all employees, volunteers, service users and visitors are offered choices for a varied, balanced and nutritious diet, suitable to their individual and cultural requirements.
- To involve all service users, where possible, in decisions about the provision and value of nutritional care
- That any amendments to this policy, relevant legislation and Codes of Practice will be communicated to all employees, volunteers, service users and visitors to ensure that they are notified appropriately
- That all food products and wrapping identified as waste is appropriately segregated and disposed of according to the Scottish government’s Zero Waste Regulations.

#### **4. RESPONSIBILITIES**

##### **4a. Organisational**

- The organisation will ensure that statutory requirements and relevant guidelines for the Food Safety and Nutritional Care Policy are monitored and reviewed regularly
- The organisation shall be responsible for notifying all employees, volunteers, service users and visitors of any amendments and updates that are necessary in respect of this policy and food safety, food hygiene legislation and nutrition procedures
- The organisation will ensure that all employees, volunteers, service users and visitors involved in all aspects of the food purchase, storage, preparation and handling processes are provided with suitable training and advice on all aspects of food safety, food hygiene and nutrition.
- Where identified, relevant employees shall receive appropriate training on “best practice” nutritional support methods.
- The organisation shall maintain a training record of all employees who have received relevant training in food safety, or food nutrition.
- The organisation will ensure that all services develop, implement, and monitor appropriate management systems that ensure all food is safe, wholesome, nutritional and fit for human consumption
- To ensure that the organisation co-operates with Local Authorities and the Social Care and Social Work Improvement Scotland, (SCSWIS) on all food safety, nutrition and related matters
- Shall ensure that records of “due diligence” are maintained in each service and are available for inspection if requested

#### **4b. Direct Line Manager**

- The direct line manager is responsible to make suitable arrangements for all aspects of the food handling and nutritional procedures within their respective services.
- The arrangements must be recorded and accessible for referral and review as required.
- Arrangements must comply with all relevant food safety legislation and nutritional guidelines
- Will ensure that suitable and sufficient risk assessments and control measures are in place in respect to food safety and hygiene practices, with individually specific risk assessments created in respect of nutritional concerns
- Will communicate relevant risk assessments and control measures to all interested parties and ensure that they are monitored and amended as necessary
- Direct line managers will carry out inspections on food handling procedures where deemed necessary by risk assessments, spot checks, or Local Authority inspection visits
- Direct line managers will be responsible for ensuring staff attend relevant food safety and nutritional training and regular refresher training
- Direct line managers will also be responsible to ensure that staff training records are maintained on a service based level, and will be available for inspection should they be requested by Local Authority or inspecting officers.
- Will ensure that all food safety and food hygiene practices comply with this policy and relevant food legislation and guidelines
- That records of “due diligence” are maintained and available when requested to evidence “best practice”
- Ensure that balanced, nutritional meals suitable for specific individual and cultural needs are made available

#### **4c. Food Handlers**

- Will co-operate with this policy, legislation and guidelines relevant to food safety and hygiene
- Will co-operate to ensure that all aspects of the food safety management system are adhered to
- Undertake to attend appropriate Food Safety and Nutritional training and regular refresher training and evidence their training through training records
- Report to their line manager any issues which they believe could result in food borne illness or disease
- Report to their line manager any medical conditions which might prevent them from being actively involved in any aspect of the food handling and preparation process
- Ensure that balanced, nutritional meals suitable for specific individual and cultural needs are prepared

### **5. LEGISLATION**

This policy is based upon the following legislation, and will be amended in accordance with any relevant legislative changes

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Food Safety (Temperature Control) Regulations 1995
- Control of Substances Hazardous to Health 2002
- General Food Regulations 2004
- Prevention of Damage by Pests Act 1949
- The Food Hygiene (Scotland) Regulations 2005
- Food Information for Consumers Regulations 2014

## 6. TRAINING

All employees, including agency workers, shall receive information and training on Food Safety, and where appropriate, Fluid and Nutritional Care, to ensure that statutory and service requirements are met. This information shall also be included in the induction programme for all new staff.

Where appropriate, this training will also be available to service users who are actively involved in food handling activities.

Regular refresher training on Food Safety and Nutritional Care will be scheduled on a three (3) yearly basis and be available to all employees.

## 7. GUIDELINES

- Food Standards Agency
- “CookSafe”
- Hazard Analysis Critical Control Points (HACCP)
- Royal Environmental Health Institute Scotland (REHIS)
- Local Authority Environmental Health

## 8. GLOSSARY

### **Food**

Any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans. This includes drinks and water or any substance incorporated into the food during its preparation or treatment

### **Food Business**

Any undertaking, whether for profit or not, or whether public or private, carrying out any activities related to any stage of production, processing and distribution of food

### **Food Handler**

Any person, including staff, contractors, visitors, supplying and handling food for consumption in any Primecare Health LTD services/units who is responsible to ensure the food is fit for human consumption and that all necessary food hygiene and safety measures have been met in order to comply with all relevant food legislation

## **Food Operations**

Any undertaking involving food and one or more of the following operations:

- Preparation
- Processing
- Manufacture
- Packaging
- Storage
- Transportation and distribution
- Handling, offering for sale or supplying a consumer

## **Food Safety Management System**

A set of standard operating procedures which will ensure that all food producers:

- Comply with the requirements of relevant legislation
- Identify all of the hazards and controls relating to their food business (e.g. temperature control, microbiological, chemical or physical contamination)
- Identify points in the food process that are critical to food safety and put in place control and monitoring procedures at these points
- Establish, record and monitor appropriate “house rules” as per “CookSafe” guidelines