



Public – To be published on the Trust external website

Food handling procedure for ADL kitchens

HS-0016-002-v3

Status: Approved

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Overarching policy: Food Hygiene Policy

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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 identified standards helping to protect patients, staff and visitors against the risk of food poisoning and hazards linked to contaminated food
- The procedure covers ADL kitchens in both inpatient and community based settings but is not applicable when carrying out interactions within individuals own home
- The guidance recognises that this policy is for use by staff supervising patients to promote everyday living skills and has been written to emphasise good practice in a therapeutic environment

2 Related documents

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

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 the 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



Hands **must** be washed before any food handling

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"> ✓ Wear an apron during food preparation and service ✓ If anyone is cooking with a minor abrasion it should be covered with a blue waterproof dressing 	<ul style="list-style-type: none"> x Eat or drink whilst handling food

4.3 Staff members using the ADL kitchen


Staff including students and volunteers using the ADL kitchen will ensure:

1. They hold up to date training as detailed in the Food Hygiene Policy.
2. The safety of the individuals is maintained through the monitoring of risk and the management of sharps.
3. Individuals are encouraged as far as practicably possible to implement good hygiene practices, to reduce the potential risk of food poisoning. Clinical judgment should be used in relation to valuing personal choice, which may conflict with risk management.
4. The ADL kitchen is cleaned appropriately following use, see cleaning schedules in kitchens.
5. Kitchen equipment is checked regularly, and all defective items are removed immediately.
6. Food preparation is monitored, for example good hygiene practices and thorough cooking. Where the risk of food poisoning is significant for example due to inadequate cooking, the individual should be advised to cook food further and risks clearly explained. The staff member must use their discretion as to whether the food is safe to consume, and advise appropriately.
7. Sharp utensils/equipment are securely stored in locked areas and returned following use to reduce risk and maintain the safety of patients.
8. The food allergen procedure has been followed and a food allergen file is available containing details of allergens for the food being produced and consumed.

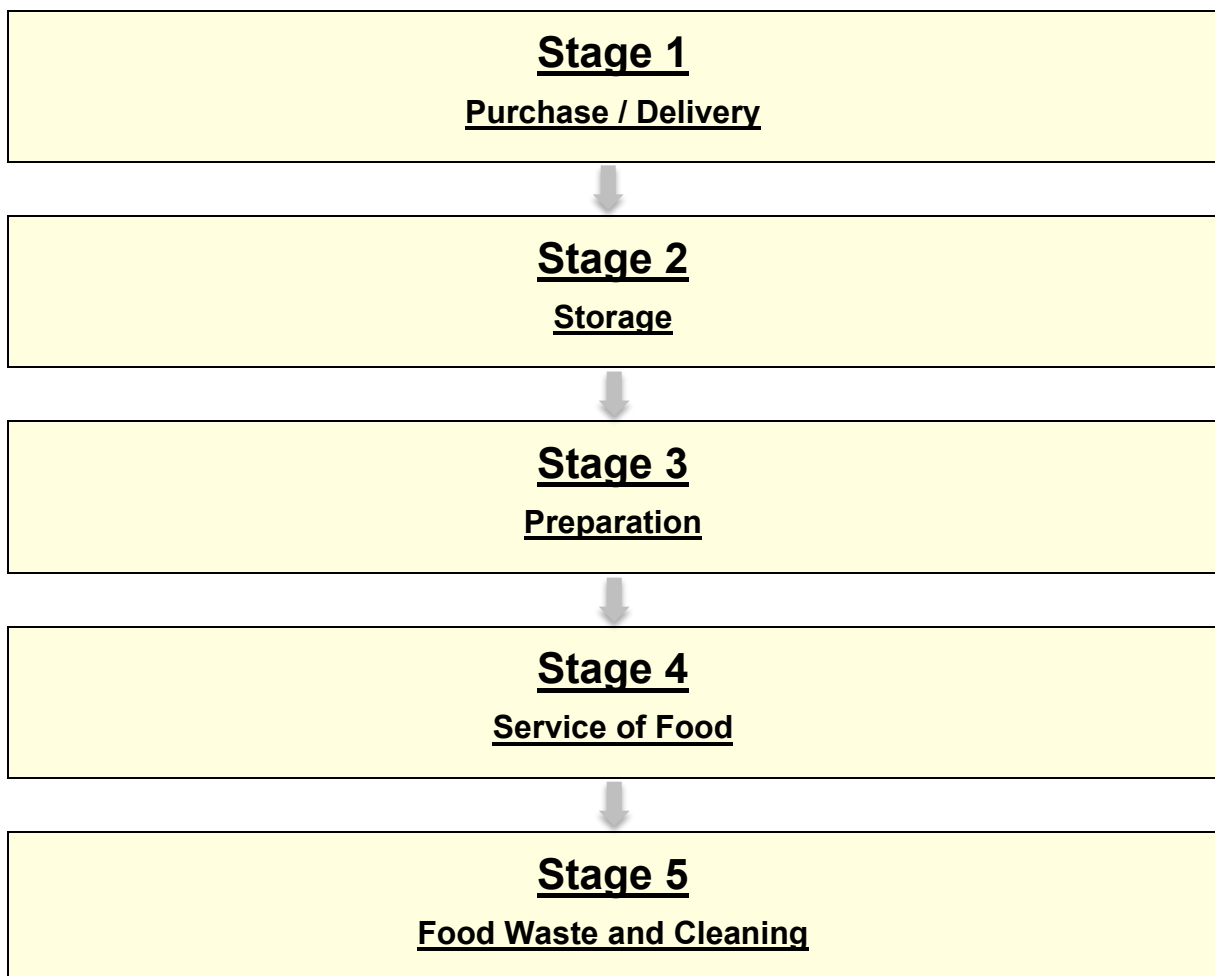
5 Maintenance of equipment

 You must report all defects

What ?	Who to ?
Defect to kitchen area or any equipment contained within it	Estates / PFI / SLA Ward Manager Hotel Services Supervisor
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 and delivery

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
- 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 Hotel Services Supervisor 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

6.1.2 Food purchase



During food purchase you must carefully examine the food and any showing signs of spoilage **must not** be purchased

6.1.3 Food delivery



All food purchases must be transported back to the unit without delay, chilled goods **must not** be above +5°. Frozen goods must not be above -18°C
You **must** transfer food to designated chilled/freezer storage area immediately

6.2 Stage 2 – Storage of food

6.2.1 Storage of food in refrigerators and freezers



Chilled and frozen food items **must** be stored immediately after receipt
To prevent cross contamination food should be adequately covered when stored

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

6.2.2 How to store 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

6.2.3 Personal food items



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

6.3 Stage 3 – Preparation of food

6.3.1 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
- Clean as you go
- 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

6.3.2 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

6.3.3 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

6.3.4 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 site clinical staff. Reference probes are calibrated annually by the Facilities Site Manager or Contracting & Performance Officer

6.3.5 '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

6.3.6 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



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 paté

6.3.7 Reheating of cooked food



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

6.3.8 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

6.4 Stage 4 – Service of food

6.4.1 Meal service



Food must be protected from contamination at all times

You must :

- Keep the time between the cooking and consumption of food to an absolute minimum
- Keep cold food in the refrigerator until consumption (this includes sandwiches as fillings may contain certain [high-risk foods](#))
- Serve ice cream frozen and **never** refreeze once it begins to thaw

6.4.2 Unserved food



If not used 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

6.5 Stage 5 – Food waste and cleaning

6.5.1 Daily cleaning schedules



The daily cleaning schedule can be found in the ADL Kitchen

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

6.5.2 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

6.5.3 Food waste

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

6.5.4 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

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 ADL kitchens HS-0016-002-v2	
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	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 ADL kitchens			
Is the area being assessed a...	Policy/Strategy	<input type="checkbox"/>	Service/Business plan	<input type="checkbox"/>
	Procedure/Guidance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code of practice
	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

Yes – Please describe anticipated negative impact/s

No – Please describe any positive impacts/s

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.

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>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>				
<p>N/A</p>				

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
<p>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</p>						
<p>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</p>						

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	09 April 2021
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.