

## FOOD HYGIENE POLICY

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Applies to:	All Trust staff

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## DOCUMENT CONTROL

<b>Reference</b> DD/Apr15/FHP	<b>Version</b> 3	<b>Status</b> Final	<b>Author</b> Facilities Manager
<b>Amendments</b> Very minor strengthening of the instructions.			
<b>Document objectives:</b> The aim of this policy is to provide instructions on training, storage, handling and cooking of food in order to prevent incidents and outbreaks of food poisoning on Somerset Partnership NHS Foundation Trust premises. Food hygiene regulations must be taken seriously, outbreaks of food poisoning in hospital premises are notifiable by law to the Consultant in Communicable Disease Control (CCDC).			
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## **1. INTRODUCTION**

- 1.1 All food served to patients, visitors and staff in the hospital should be hygienically safe and not compromise health in any way.
- 1.2 The aim of this policy is to provide instructions on storage, handling and cooking of food in order to prevent incidents and outbreaks of food poisoning on Somerset Partnership NHS Foundation Trust premises. Also to ensure that Food hygiene regulations are complied to as outbreaks of food poisoning in hospital premises are notifiable by law to the Consultant in Communicable Disease Control (CCDC). The local council Environmental Health Officers are empowered to investigate such occurrences. This can result in prosecution not only of Somerset Partnership NHS Foundation Trust but of individual Somerset Partnership NHS Foundation Trust employees. Such action may lead to fines or even imprisonment. The County Infection Control Manager has ratified Somerset Council's policy on the management of gastro-intestinal infections in Somerset.

## **2. PURPOSE AND RATIONALE**

- 2.1 The aim of this policy is to provide instructions on training, storage, handling and cooking of food in order to prevent incidents and outbreaks of food poisoning on Somerset Partnership NHS Foundation Trust premises. To ensure Food hygiene regulations are applied and any outbreaks of food poisoning in hospital premises are notifiable by law to the Consultant in Communicable Disease Control (CCDC).
- 2.2 The local council Environmental Health Officers are empowered to investigate such occurrences.
- 2.3 This policy does not apply to Assisted Domestic Living Kitchen or patients who are assessed within them.

## **3. DUTIES AND RESPONSIBILITIES**

The Trust Board via the Chief Executive has overall responsibility and will delegate such responsibilities to the management team.

- 3.1 Service Managers, Matrons and Hotel Services Supervisors are responsible for the day-to-day management of their site(s). They will ensure the correct procedures are followed and that all staff are appropriately trained.
- 3.2 All staff are responsible for following the correct practices and procedures. They are responsible for ensuring their training is up to date and they are accountable for their actions.

### **Facilities Manager and Facilities Leads**

- 3.3 The Somerset Partnership NHS Foundation Trust's Facilities Manager and Facilities Leads are to ensure that Somerset Partnership NHS Foundation Trust HACCP (Hazard Analysis Critical Control Points) plan is kept up-to-date and any changes are communicated to all relevant staff. All procedures and practices relating to catering must comply with the Food Hygiene (England) Regulations 2006. The Facilities Manager and the Facilities Leads will carry out six monthly

inspections of the Trust kitchens and will make and implement any agreed recommendations for improvement. The Facilities Manager and Facilities Leads will lead on the implementation of the recommendations for improvement arising from the Environmental Health Inspections.

### **Matrons, Ward Managers and Departmental Managers**

- 3.4 All departmental managers must record which staff are categorised as primary and secondary food handlers and ensure that they receive training as specified within this policy as per the Manager Guide Appendix A. The departmental manager must ensure that all food provided within their department complies with the provisions of this policy.

#### **All Primary Food Handlers**

- 3.5 By the nature of their work, primary food handlers are involved with food during its production and cooking. They must ensure that all the general principles and applications within this policy are adhered to at all times.

#### **All Secondary Food Handlers**

- 3.6 Secondary food handlers must ensure food in their care is kept at the standards laid out as detailed in this policy.

#### **All Staff and Volunteers**

- 3.7 All staff and volunteers of Somerset Partnership NHS Foundation Trust have a responsibility to ensure food brought onto Somerset Partnership NHS Foundation Trust premises is purchased and stored as laid out as detailed in this policy.

#### **Event / Conference Organisers**

- 3.8 Event and conference organisers must ensure food provided for the event / conference complies with this policy.

## **4. DEFINITIONS**

### **Primary Food Handlers**

- 4.1 A primary food handler is a person who is directly involved in the process of preparing and handling food during production and cooking to ensure food is safe to eat. Within Somerset Partnership NHS Foundation Trust, the following personnel are examples of who would be categorised as primary food handlers:

- Hotel Services Supervisor
- Housekeepers
- Support Workers
- All Catering Staff
- Service Assistants
- OT's working in Mental Health and others supervising clients undertaking cooking.

## Secondary Food Handlers

4.2 A secondary food handler is a person who is involved in the service of food items that require no further processing prior to consumption. Within Somerset Partnership NHS Foundation Trust, the following personnel are examples of who would be categorised a secondary food handler:

- Assistant Housekeeper
- Porters
- Ward based HCA's
- Nursing Staff
- OT/Community Staff (where handling food is part of the role)
- OT's in Mental Health working one to one with patients
- Support Workers in Mental Health.

## Food Dates

4.3 **Use by Date** - A use by date is found on High risk foods which, from the microbiological point of view, are highly perishable and are therefore likely after a short period to constitute an imminent danger to human health. The use by date is the date up to **and including the date** which the food may be used safely, (it is illegal to serve past this date). For example, use by 5<sup>th</sup> March means use by midnight on 5<sup>th</sup> March.

4.4 **Best Before Date** – A best before date is found on longer life products and should be used or consumed within the date life. For example, 5<sup>th</sup> March means must be consumed by midnight on 5<sup>th</sup> March.

## GENERAL PRINCIPLES

### Avoid Contamination

4.5 All food should be kept covered during storage and transporting around Somerset Partnership NHS Foundation Trust. This will minimise the risk of contamination from foreign objects. Different food groups should be stored separately with particular care taken to ensure cooked and raw food is always kept apart. This policy should be used in conjunction with the Food Allergen policy.

### Temperature Control

4.6 All frozen food should be stored between -18°C to -23°C. Frozen food when arriving at the hospital must not be above -15°C. All chilled foods should be stored between 0°C and 8°C. Chilled food when arriving at the hospital must not be above 8°C. Chilled and frozen foods must be stored within 20 minutes of delivery, if not the temperature must be re-checked and food disposed of if it falls out of agreed temperature. For further information refer to the HACCP document.

## **Cooking and Serving Meals**

- 4.7 All hot food must be cooked to a core temperature 75°C or above and should be served at 75°C or above. This temperature is above the legally required, however allows for a long length of service and slow eaters. Hot food can be held for 30 minutes if the temperature remains above 75°C. Discard all hot food not consumed at the end of service.
- 4.8 Food trolleys must be moved quickly to the service area as soon as the cycle has finished and temperature of the food taken. The trolley must then be plugged in immediately, switching on the hot plate and gantry lights to help maintain the food temperature during service.
- 4.9 Patients' meals must be served as quickly as possible. Food should not be taken out of the trolley until service begins and then only one item of each dish at any one time. Unused food must be recorded and disposed of in the food waste macerator unless there are other formal arrangements in place. Meals must not be reheated after service or at any time.
- 4.10 All chilled food out of chilled storage for more than four hours will be disposed of.

## **Records**

- 4.11 Temperatures must be checked, twice daily am and pm of fridges/freezers and vending machines and recorded both in the main kitchen and ward pantry, using the water jug method advised in the HACCP document. If a temperature is outside of the permitted temperature range action must be taken to remedy the situation. Refer to HACCP document for further guidance. Any actions taken should also be recorded.
- 4.12 All core temperatures must be taken of cooked food using the integral or hand held probes on the trolley, temperatures must be recorded on a paper log sheet. Should a reading be recorded below the required temperature any action taken to remedy the situation should be recorded. The trolley can be boosted for further advice please refer to the HACCP/Apetito Folder
- 4.13 All temperature records should be kept for one year as advised by the Environmental Health Officer.

## **Clean Environment**

- 4.14 By the nature of the work, food needs to be uncovered when preparing and serving it. This leaves it open to possible contamination from the environment. To avoid this, all food preparation areas must be kept clean both at working level and at high level.
- 4.15 The Trust has a Pest Control Contract in place to ensure exclusion of pests.

- 4.16 Food will attract pests, to ensure none are attracted to a food environment, the floor must be kept clean including under units and all food should be stored above floor level. Open food packets must be sealed in an air-tight container, dated and named and product information. Allergenic and raw items must be stored below all other foods in sealed containers or bags.
- 4.17 In food preparation areas and ward pantry, fly screens should cover all windows and external doors along with a wall mounted 'insectacutor'.

### **Good Personal Hygiene**

- 4.18 Prior to any food being served to patients, food service staff must remove their apron used for any other ward task. A fresh, green plastic apron will be worn for food service to avoid any potential contamination from uniforms. All service staff must then wash their hands.
- 4.19 Hands must be washed before starting to work with food, and regularly during the day, with particular attention given when changing tasks or food groups. Hands must be re-washed after wearing gloves and nails should be short and clean with no nail varnish.
- 4.20 When working in the main kitchen undertaking food preparation protective clothing, including a hat, must be worn at all times. Catering staff must wear hairnets if their hair is collar length and cannot be put up under headwear. Beards must also be covered when 3/4 days growth appears using a beard snood.
- 4.21 Any open cuts or other abrasions to the skin should be covered with a blue waterproof plaster.
- 4.22 Watches must not be worn whilst on duty in the kitchen. Catering staff must not wear rings with stones as they compromise hand hygiene and Health and Safety. They may wear one plain ring but no other adornments on the hands. They may also wear small sleepers, any other piercings must be covered or removed.
- 4.23 This Food Hygiene Policy must be read in conjunction with the Somerset Partnership NHS Foundation Trust's Uniform Policy.

### **Exclusions**

- 4.24 Any member of staff who handles food as part of their role when suffering from Diarrhoea and Vomiting should be excluded from work for a minimum of 48 hours after cessation of symptoms. For further advice refer to the Food Standards Agency Fitness to Work document.

## **5. TRAINING**

### **Primary Food Handlers**

- 5.1 All primary food handlers must gain a Level 2 Award in Food Safety and Hygiene Certificate. In year 1 – Level 2. In year 2 – Online Refresher. In year 3 – Online Refresher. Year 4 – Level 2.

### **Primary Food Handlers (Supervision Level)**

- 5.2 All primary food handlers who are in a supervisory position will be offered food hygiene qualification of Level 3 Award in Supervising Food Safety in Catering. Then level 2 refresher course in food hygiene must be taken every other year in order to continue as a primary food handler.

### **Secondary Food Handlers**

- 5.3 All secondary food handlers must undertake a Secondary Food Handling course every 3 years.

### **Facilities Manager and Leads**

- 5.4 Facilities Manager and the Facilities Leads must be qualified in food hygiene with a minimum qualification of Level 4 Award in Managing Food Safety in Catering.

- 5.5 For further information see Managers Guidance on Food Hygiene Training.

## **6. APPLICATIONS OF GENERAL PRINCIPLES**

### **Ward Level**

#### **Food preparation**

- 6.1 The ward kitchen is not designed or equipped for the primary preparation of food other than toast, cereals and refreshments. Food provided as part of the cook freeze system is to be regenerated in the regeneration trolleys in site specific designated area.
- 6.2 Access to the ward kitchen should be restricted to staff only. Preparation and serving of food or drinks by patients or visitors in the ward kitchen is not permitted.

#### **Food storage**

- 6.3 Staff are NOT permitted to store personal food in the ward fridge. The ward fridge is for storage of patient food only.
- 6.4 Care must be taken to reduce the time ice cream is out of the freezer. Cool boxes or the cold compartment of the trolley where applicable must be used for transportation to the ward and storage during service.

## **Microwave Ovens**

- 6.5 Microwave ovens are not for the preparation or re-heating of patient foods, other than milk and items stated by the Catering Department. The temperature of the item must be recorded on the appropriate sheet supplied by the catering department.
- 6.6 Staff using designated staff microwaves for personal food, are expected to clean the microwave after use.

## **Washing up**

- 6.7 All washing up must be passed through the industrial dishwasher to ensure decontamination. The rinse temperature of the dishwasher must be operating at a minimum of 82°C. All items that have been taken out of the main kitchen must be washed before being re-used. If hand washing of equipment/crockery is required a double sink method must be used.
- 6.8 Water jugs and glasses must be washed in the ward pantry using an industrial dishwasher operating at a minimum rinse temperature of 82°C. In the event of a dishwasher breakdown then a double sink method of washing can be used.
- 6.9 All crockery must be thoroughly dried after draining using disposable paper. Linen tea towels are not permitted.
- 6.10 Green disposable cloths/scouring pads/brushes are to be used in kitchens only. Cloths/scouring pads must be single use and disposed of after each mealtime or sooner if soiled or damaged. Brushes must be disinfected at the end of each shift by using a dishwasher or chemical.
- 6.11 Worn, chipped or broken crockery or cutlery is not to be used and must be disposed of and replaced.

## **Food Brought in for Patients**

- 6.12 Food brought in by visitors must be limited to low risk items only. Patients who wish to source food from outside the hospital do so at their own risk, we do not encourage homemade food to be brought in. Any such items must be recorded in the patient's notes. For additional guidance refer to the Food Safety Poster and HACCP document.
- 6.13 Food for special dietary requirements will be provided by Somerset Partnership NHS Foundation Trust Catering Department. Supplementary food can be brought in for patients provided that it complies with this policy.

## **Meetings, Buffets, Functions**

- 6.14 All food provided for meetings, buffets and functions must comply with this policy.
- 6.15 Any chilled food must be consumed within four hours of leaving a refrigerator. Any items not consumed within this time frame must be disposed of. Food should not be taken home if it will be consumed outside of the four hour time frame.
- 6.16 Dried low risk food may be brought in for staff events for example; crisps, bread sticks, non-cream cakes. These should be purchased from a supermarket. No homemade food must be brought into Somerset Partnership NHS Foundation Trust other than for personal consumption. Food allergens may be present and therefore considered.

## **Staff Food**

- 6.17 Food for personal consumption should be stored in a separate fridge to Somerset Partnership NHS Foundation Trust food. All such food should be named and dated. Food should not be stored in the staff fridge for more than 24 hours. Any out of date food will be disposed of by the Housekeeping team.

## **Barbeques (BBQ's) (Mental Health Wards only)**

- 6.18 Avoid cross contamination by storing raw meat separately before cooking, and use different utensils, plates and chopping boards for raw and cooked food.

Rules to help prevent cross-contamination are:

- always wash your hands after touching raw meat
- use separate utensils (plates, tongs, containers) for cooked and raw meat
- never put cooked food on a plate or surface that has had raw meat on it
- keep raw meat in a sealed container away from foods that are ready to eat, such as salads and buns
- never wash raw chicken or other poultry before cooking as this increases the risk of spreading bacteria.
- don't put sauce or marinade on cooked food if it has already been used with raw meat

Pre-cook all the meat or poultry in the oven first to a core temperature 75°C or above will ensure that harmful bacteria are destroyed.

Put the pre-cooked meat on the barbecue for flavour.

It's also important to keep some foods chilled to prevent harmful bacteria multiplying.

Make sure you keep the following foods chilled:

- salads
- dips
- milk, cream, yoghurt
- desserts and cream cakes

- sandwiches
- ham and other cooked meats
- cooked rice, including rice salads

Don't leave food out of the fridge for more than a two hours, and don't leave food in the sun.

For Fire Safety make sure your barbecue is steady on a level surface, away from plants and trees.

The Fire Service advises covering the bottom of your barbecue with coal to a depth of no more than 5cm (2in).

With charcoal barbecues, only use recognised fire lighters or starter fuel and only on cold coals – use the minimum necessary and never use petrol.

### **Take Away meals (Mental Health Wards only)**

- 6.19 Take away meals brought into the ward by patients. It can be assumed that the onus is on the patient to ensure they are purchasing from reputable establishments.

Left over meals must be disposed of as soon as possible after the meal and under no circumstance reheated.

Take away meals brought into the wards by Healthcare staff as part of rehabilitation must be purchased from an establishment with a Food Standards Agency rating of 5 stars.

## **7. INSPECTIONS AND AUDITS**

### **Main Kitchen and Ward Pantry**

- 7.1 Both kitchens must be inspected at six monthly intervals by the following team; Facilities Manager and or Facilities Lead for that location, and a member of the Catering team to ensure food is being prepared in a safe and clean environment and all relevant records are being kept. The Inspection sheet in Appendix B will be used and any results/actions will be reported back to the Hotel Services Supervisors Implementation Group.
- 7.2 An external inspection will be completed by the local Environmental Health Officer at a period determined by the standard found at the previous inspection. All inspection reports are to be presented to the Hotel Services Supervisors Implementation Group. The Facilities Manager and Facilities Leads will be responsible for ensuring any remedial actions are completed.

## **8 LIMITATIONS**

- 8.1 This Policy applies to all staff employed by Somerset Partnership NHS Foundation Trust including volunteers.

8.2 This policy does not apply to Assisted Domestic Living Kitchen or patients who are assessed within them.

## **9. TRAINING REQUIREMENTS**

9.1 The Trust will work towards all staff being appropriately trained in line with the Manager Guide to Food Hygiene Training in Appendix A of this policy.

## **10. MONITORING COMPLIANCE AND EFFECTIVENESS**

10.1 This policy will be posted on the intranet for all staff and will be announced through the briefing system. Staff with specific duties surrounding food preparation and service will be briefed surrounding the contents of the policy at local induction.

10.2 Monitoring and evaluation will be in accordance with the Somerset Partnership NHS Foundation Trust policy and catering procedures in the HACCP document. Details of monitoring referred to as inspection are presented in Section 7 of this policy.

### **Process for Monitoring Compliance**

10.3 All shortfalls identified will be recorded in the Action Plan part of Appendix B and managed to completion by the Facilities Manager or Facilities Leads in conjunction Ward Managers/Matrons and local caterers.

10.4 All results will be monitored at the Hotel Services Implementation Group responsible to the Estates & Facilities Governance Group.

10.5 All learning from audit will be shared within the Hotel Services Implementation Group

## **11. REFERENCES, ACKNOWLEDGEMENTS AND ASSOCIATED DOCUMENTS**

### **11.1 References**

Food Safety Act 1990

Food Hygiene Regulations (England) 2006

Management of Food Hygiene and Food Services in the NHS HSG (96)  
Policy and Procedures for the Management of Gastro-Intestinal Infections in Somerset.

Copies of the above held by Infection Control Team

Food Standard Agency – Fitness to Work

### **11.2 Cross reference to other procedural documents**

Development & Management of Organisation-wide Procedural Documents Policy and Guidance

Hazard Analysis Critical Control Points

Allergen Policy

Learning Development and Mandatory Training Policy

Pest Control Policy

Risk Management Policy and Procedure

Serious Incident Requiring Investigation Policy

Staff Mandatory Training Matrix (Training Needs Analysis)

Training Prospectus

Uniform Policy

All current policies and procedures are accessible in the policy section of the public website (on the home page, click on 'Policies and Procedures'). Trust Guidance is accessible to staff on the Trust Intranet.

## **12. APPENDICES**

12.1 For the avoidance of any doubt the appendices in this policy are to constitute part of the body of this policy and shall be treated as such. This should include any relevant Clinical Audit Standards.

Appendix A Managers Guide to Food Hygiene Training

Appendix B Food Hygiene Audit

## Managers Guide to Food Hygiene Training

Relevant Posts	Frequency			
	Year 1	Year 2	Year 3	Year 4
<b>Primary food handlers</b> Hotel Services Supervisor Housekeepers Support Workers All Catering Staff Service Assistants Occupational Therapists working in Mental Health and Others who supervise clients undertaking and directly supporting prime cooking ( <b>Prime cooking means cooking with raw fresh ingredients requiring heat to make them safe to eat and palatable</b> )	RSPH Level 2 Award in Food Safety and hygiene	Refresher E Learning	Refresher E Learning	Nil
<b>Primary food handlers</b> Hotel Services Supervisor Assistant Head of Catering				
<b>Secondary Food handlers</b> Assistant Housekeepers Porters Ward Based HCA's Nursing Staff Occupational Therapy/Community Staff (where handling food is part of the role) Occupational Therapists in Mental Health working one to one with patients Support Workers in Mental Health	Food Hygiene Secondary Handlers Course	Nil	Nil	Food Hygiene Secondary Handlers Course

## FOOD HYGIENE AUDIT

DATE OF VISIT: BY:	DATE OF PREVIOUS VISIT:
HOSPITAL SITE: LOCATION ON SITE: BEDS: MEALS PER DAY: STAFF ON DUTY:	COPIES TO:

## FOOD HYGIENE

A) STORAGE AND STOCK CONTROL	POSS SCORE	ACT SCORE	COMMENTS
Storage of Provisions	3		
Hot Foods	3		
Refrigerated/frozen foods	3		
Utensils and equipment	3		
Items covered	3		
Date stamping	3		
Stock rotation	3		
Stock levels	3		
TOTALS	24		
PERCENTAGE			

B) TEMPERATURE AND TIME MANAGEMENT	POSS SCORE	ACT SCORE	COMMENTS
<u>PROCEDURES CORRECT ON:</u>			
Main Kitchen Delivery	3		
Fridge / Freezer Temperature	3		
Catering Cleaning Schedule	3		
Staff Food Waste	3		
Vending Machine Waste	3		
Ward Pantry Food Waste if applicable	3		
Fridge / Freezer Breakdown History	3		
Out of Order Form	3		
Ward Food Service Record Sheet	3		
Non Regen item Temperatures	3		
Milk Cooler Temperature	3		
Dishwasher Temperature	3		
Probe Calibration	3		
TOTALS	39		
PERCENTAGE			

C) STAFF HYGIENE	POSS SCORE	ACT SCORE	COMMENTS
Cleanliness	3		
Corrective protective clothing	3		
Correct headwear	3		
Jewellery	3		
Make-up	3		
Perfume	3		
Storage of personal belongings	3		
Wash hand basins / Consumables	3		
Changing facilities	3		
Dirty laundry disposal	3		
First aid box	3		
Sickness policy	3		
TOTALS	36		
PERCENTAGE			

D) CLEANING AND DISINFECTION	POSS SCORE	ACT SCORE	COMMENTS
<u>STANDARD OF CLEANLINESS</u>			
Main kitchen	3		
Store room	3		
Freezer room	3		
Freezers / Fridges	3		
Washing-up room	3		
Cleaning store	3		
Staff toilet/lobby	3		
Cleaning materials (equipment storage and usage)	3		
Cleaning methods, rotas and management	3		
Colour coding	3		
Disinfection techniques, methods and chemicals (COSHH)	3		
Hand hygiene	3		
TOTALS	36		
PERCENTAGE			

E) WASTE MANAGEMENT	POSS SCORE	ACT SCORE	COMMENTS
Removal and storage of refuse	3		
Transport of refuse	3		
Equipment ( food operated bins)	3		
Food Waste Disposal	3		
TOTALS	12		
PERCENTAGE			

F) PEST CONTROL	POSS SCORE	ACT SCORE	COMMENTS
Evidence of pest infestation	3		
Proofing and control	3		
TOTALS	6		
PERCENTAGE			

G) WARD PANTRY (1) if applicable Ward name	Possible Score	Actual Score	COMMENTS
Standard of Cleanliness	3		
Equipment (Foot operated bins)	3		
Food Waste Disposal	3		
Fridges	3		
Evidence of pest infestation	3		
Proofing and control	3		
Ward Fridge Temperature	3		
Dishwasher Temperature	3		
Microwave	3		
<b>TOTALS</b>	<b>30</b>		
<b>PERCENTAGE</b>			

H) WARD PANTRY (2) if applicable) Ward name	Possible Score	Actual Score	COMMENTS
Standard of Cleanliness	3		
Equipment (Foot operated bins)	3		
Food Waste Disposal	3		
Fridges	3		
Evidence of pest infestation	3		
Proofing and control	3		
Ward Fridge Temperature	3		
Dishwasher Temperature	3		
Microwave	3		
Storage of Allergen ingredients	3		
<b>TOTALS</b>	<b>30</b>		
<b>PERCENTAGE</b>			

I) MAINTENANCE / EQUIPMENT CONDITION	PRIORITY	UNIQUE NUMBER (IF APPLICABLE)
<u>Asset code:</u>  <u>LOCATION:</u>		

J) General comments regarding facilities, work flow and long term upgrading requirements

DEPARTMENTAL PERFORMANCE RATING		SCORE
a) STORAGE AND STOCK CONTROL		
b) TEMPERATURE AND TIME MANAGEMENT		
c) STAFF HYGIENE		
d) CLEANING AND DISINFECTION		
e) WASTE MANAGEMENT		
f) PEST CONTROL		
g) WARD PANTRY (1)		
h) WARD PANTRY (2)		
1) AVERAGE SCORE		%
3 points	Full compliance - approx 95% and above of the inspection findings conform to the standard.	
2 points conform	Mostly complies - approx 75%-94% of the inspection findings to the standard.	
1 point standard	Partial compliance - some of the inspection findings conform to required but more than 25% do not.	
0 points	Non compliance - none of the inspection findings conform to the standard required.	

FINAL INSPECTION SCORE	%
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<p><b>SIGNED:</b>  AUDITOR.....    STAFF MEMBER.....</p>
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