SOP Objective

To ensure that ward based staff are aware of their responsibilities in relation to food hygiene in local clinical areas.

This SOP applies to all staff employed by NHS Greater Glasgow & Clyde and locum staff on fixed term contracts and volunteer staff. Compliance with this policy is mandatory.

This SOP does not apply to Activities of Daily Living (ADL) / Therapeutic Kitchens/ Homecare Style model/ Staff Rest Rooms.

KEY CHANGES FROM THE PREVIOUS VERSION OF THIS POLICY

- Inclusion of Section 6. Dishwashing
- Inclusion of Section 12. Training
- Inclusion of Appendix 1: Daily Ward Refrigeration Temperature Recording Chart

Document Control Summary

<table>
<thead>
<tr>
<th>Approved by and date</th>
<th>Board Infection Control Committee 30&lt;sup&gt;th&lt;/sup&gt; November 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Publication</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; November 2015</td>
</tr>
<tr>
<td>Developed by</td>
<td>Infection Control Policy Sub-Group 0141 201 0326</td>
</tr>
<tr>
<td>Related Documents</td>
<td>Standard Infection Control Precautions (SICPs) (HPS National IPC Policy)</td>
</tr>
<tr>
<td></td>
<td>NHSGGC Hand Hygiene Policy</td>
</tr>
<tr>
<td>Implications of Race Equality and other diversity duties for this document</td>
<td>This policy must be implemented fairly and without prejudice whether on the grounds of race, gender, sexual orientation or religion.</td>
</tr>
<tr>
<td>Lead Manager</td>
<td>Board Infection Control Manager</td>
</tr>
<tr>
<td>Responsible Director</td>
<td>Board Medical Director</td>
</tr>
</tbody>
</table>

The most up-to-date version of this policy can be viewed at the following website: [www.nhsggc.org.uk/your-health/public-health/infection-prevention-and-control/](http://www.nhsggc.org.uk/your-health/public-health/infection-prevention-and-control/)
CONTENTS

1. Responsibilities ....................................................................................................................3
2. Hand Hygiene ......................................................................................................................4
3. Protective Clothing ..............................................................................................................4
4. Patients Food ......................................................................................................................4
5. Refrigerator and Freezer .....................................................................................................5
6. Dishwashing ........................................................................................................................6
7. Bread ...................................................................................................................................6
8. Dry Foods ............................................................................................................................6
9. Microwave Ovens ...............................................................................................................6
10. Access to Ward Kitchens ..................................................................................................7
11. Occupational Health .........................................................................................................7
12. Training ..............................................................................................................................7
13. Evidence Base ....................................................................................................................8

Appendix 1 .................................................................................................................................9
1. Responsibilities

Healthcare Workers (HCWs) must:
- Follow this policy.
- Inform a member of the Infection Prevention and Control Team (IPCT) if this policy cannot be followed.

Senior Charge Nurses (SCN)/Managers must:
- Ensure that HCWs receive appropriate training as required.
- Advise HCWs to contact the Occupational Health Service (OHS) as necessary.
- Ensure that HCWs are able to follow this policy.

IPCTs must:
- Keep this policy up-to-date.
- Give advice as required to OHS staff and all HCWs.

OHS must:
- Liaise with IPCTs regarding any possible infection/return to work issues when necessary.

NHSGGC must:
- Provide training opportunities.
- Ensure that equipment and facilities are clean, fit for purpose and maintained.
2. Hand Hygiene

- Hand wash basins are for hand washing only and must not be used for any other purpose.
- **Everyone** is required to wash their hands before and after contact with food. Hands must be washed properly using liquid soap and running water and then dried thoroughly.

3. Protective Clothing

Ward / Department staff are required to wear a clean, green plastic apron immediately prior to handling and serving food and beverages. This must be removed each time non-food handling duties are carried out.

4. Patients Food

- **Staff should never reheat food for patients.** If a patient is unable to eat at planned meal times, an alternative meal will be made available on request to the Catering Department. **Under no circumstances should meals be kept at ward level for subsequent use.**

**NB:** Any exceptions to the above must be discussed with the local IPCT.

- High-risk contents of snack boxes, e.g. sandwiches and yoghurts must be discarded within 2 hours of service if not refrigerated and left at patient’s bedside. If refrigerated, they should be discarded on date of expiry.
- Sip feeds (such as Ensure once opened) must not be left standing on the bedside locker for more than 4 hours, after which they must be discarded.
- All unused food, hot or cold, must be returned to the kitchen with the trolley for disposal. In Partnership Areas disposal of food will take place at ward level.

The most up-to-date version of this policy can be viewed at the following website: www.nhsggc.org.uk/your-health/public-health/infection-prevention-and-control/
5. Refrigerator and Freezer

- The refrigerator/freezer must be in a good state of repair.
- Refrigerators and freezers must be kept clean and any spills must be cleaned as they occur.
- Door seals must be checked and cleaned weekly, and when contamination occurs.
- Storage of staff and patients personal food must be restricted as far as possible. Where storage is essential, all items must be pre-packed and labelled with the person’s name and date. Staff food must be stored in a designated area in a suitable air tight container.
- Polythene carrier bags/insulated lunch bags must not be used to store food in the fridge.
- Expiry dates should be checked daily. Any food found to be out-of-date must be discarded.
- Under no circumstances should raw eggs, meat, fish or poultry be stored in the ward refrigerator.
- Refrigerators must be used for food storage ONLY. No medications. (for breast milk see separate NHSGGC Breast Milk Policy)
- The refrigerator and freezer temperature must be checked and recorded daily. The refrigerator should operate between 1ºC and 5ºC. The freezer should operate at -18ºC. The nurse in charge should be informed of any rise in temperature out with these limits. Where there is a rise in temperature, the door should not be opened for 15 minutes when a second reading should be taken and recorded. If the temperature remains incorrect notify the Facilities Manager on site via the local help desk immediately. All actions taken should be documented on the Ward Refrigerator Temperature Chart (see Appendix 1)
- All refrigerators should be fitted with a visual temperature display, and be designed to operate between 1ºC and 5ºC.
• Freezer compartments must be defrosted and cleaned weekly with stocks checked daily. Freezers only to be used for frozen food supplied by NHSGGC, i.e. textured modified foods or ice cream/ice lollies.

6. Dishwashing
• Crockery and cutlery should be sent to the main kitchen where they are cleaned/disinfected in a dishwasher. Dishwashers on wards should reach the required wash temperature of 60°C and rinse cycle temperature of 80°C - 82°C.
• In the absence of a dishwasher any crockery or cutlery should be washed with an approved anti-bacterial detergent, rinsed and dried with disposable paper towels.

7. Bread
Bread should be stored in the ward kitchen/pantry, in its original packaging in a designated cupboard or breadbin and must not be used after the manufacturer’s expiry date. Strict stock rotation must be observed at all times. Open bread must be stored in a sealed container.

8. Dry Foods
Inspect packaging for damage and check the use by date on receipt and before use. Once opened, store in separate clean, pest-proof containers and use under strict stock rotation to ensure only in date items are consumed. The containers must be washed and thoroughly dried each time they are empty or require replenishment.

9. Microwave Ovens
• Microwave ovens must only be used for staff foods. It is the responsibility of staff using the microwave ovens to ensure they are cleaned after each use.
• In exceptional circumstances permission to use the microwave for commercially prepared meals for patients can be sought from the local ICT. Under no circumstances should they be used to reheat patient food.
10. Access to Ward Kitchens

- Patients/parents must speak with the nurse in charge when food is to be stored. Patients/parents will not have access to the ward kitchen/pantry and refrigerator unless permission has been granted by the nurse in charge.
- Where it is deemed therapeutic for patients to have access to the ward kitchen they must be supervised by a member of staff.
- No outdoor clothing or bags should be stored in the ward kitchen area.
- Kitchen surfaces should be cleaned after use.

11. Occupational Health

- All staff handling food must inform their line manager and OHS if they are suffering:
  - diarrhoea or vomiting
  - skin rashes
  - boils or any other skin lesion
- Refer to NHSGGC Occupational Related Illness SOP.
- It is also important that managers monitoring sickness inform the OHS and ICT if they have more than one member of their staff off duty at one time with gastrointestinal illness.

12. Training

- All staff whose job involves food handling, no matter how minimal, must receive appropriate food hygiene training consummate to their role. (must complete LearnPro module on Food Hygiene in wards)
13. Evidence Base

Management of Health and Safety at Work Regulations 1999

Food Hygiene (Scotland) Regulations 2006

EC Regulations 852/2004 (Hygiene & Foodstuffs)
### Appendix 1

**DAILY WARD REFRIGERATOR TEMPERATURE RECORDINGS CHART**

The Refrigerator ridge Temperature should operate between 1°C – 5°C.

If out with these temperatures take a second reading, ensuring the door is not opened for 15 minutes. If reading remains incorrect contact Facilities immediately via Helpdesk.

NHSGG&C Prevention and Control of Infection Manual
Food Hygiene in Wards SOP

<table>
<thead>
<tr>
<th>Ward/Area:</th>
<th>Hospital:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Temperature</th>
<th>Checked by (sign)</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

M/admin/forms&charts/daily ward fridge temp recordings 2011