

## UNCLASSIFIED

<b>CATERING - MEALS FOR PRISONERS</b>		
<b>This instruction applies to</b>		<b>Reference</b>
Prison Establishments		<b>PSI 44/2010</b>
<b>Issue Date</b>	<b>Effective Date</b>	<b>Expiry Date</b>
28 September 2010	1 October 2010	1 October 2014
<b>Issued on the authority of</b>	NOMS Agency Board	
<b>For action by</b>	Governors and catering staff in prisons	
<b>For information</b>	NOMS HQ and prison staff	
<b>Contact</b>	Alan Tuckwood, Head of Catering & Physical Education Services, Offender Employment Skills and Services Group <input type="checkbox"/> <b>0116 228 2037</b>	
<b>Associated documents</b>		
Replaces the following document which is hereby cancelled :- PSO 5000		
<p>Audit/Monitoring :</p> <p>Directors of Offender Management will monitor compliance against the mandatory outputs in the specification. <i>Governors and Catering Managers <b>must</b> demonstrate compliance with these actions when required to do so by Directors of Offender Management.</i></p>		

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1	<b>Introduction - Meals for Prisoners</b>	All catering staff
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4	<b>Food Safety &amp; Management of Food at Point of Service</b>	All catering and residential unit staff
Annex B	<b>Catering Operating Manual</b>	All catering staff

### Executive Summary

#### **Background**

*This PSI sets out the minimum practices and procedures that must take place in order to provide safe, acceptable meals for prisoners. Section one provides a brief introduction to meals for prisoners; section two outlines food safety, management and security; section three outlines menu planning and meal provision; and section four relates to the point of food service. The Catering Specification and this PSI are underpinned by a Catering Operating Manual ([Annex B](#)). Out of scope activities include: staff facilities, visits/ refreshment facilities, accredited training and qualifications (except those elements of training that are an essential and legal requirement on handling food) and hospitality arrangements.*

#### **Mandatory Actions**

*Governors must ensure that all meals and the food service provided for prisoners are undertaken in accordance with this PSI, current legislation regarding food handling, storage, cooking/service and the Catering Specification.*

#### *Resource Impact*

This PSI does not introduce any processes that require additional resources.

### **1. SECTION ONE INTRODUCTION - MEALS FOR PRISONERS**

1.1 Providing reasonable meals for a diverse prisoner population is a skilled job. Safe storage, preparation, cooking and serving of food is essential and the potential consequences of getting this wrong can be very serious. In addition, the National Offender Management Service also has a responsibility to meet cultural, nutritional and diversity needs. The Service also has a responsibility to educate and give prisoners the opportunity to eat healthily. Communicating with prisoners, staff and stakeholders on meal provision is also important. *Balancing these elements is not always easy and all those involved in catering must be aware of the sensitivities in these areas.* This PSI has been written to support the Catering Specification with much more detailed guidance contained within the Catering Operating Manual. *The Catering Specification and this PSI specify the minimum requirements that all those involved in the food supply chain must meet for legal, decency and health purposes.* The importance of surety in supply, safe storage, safe preparation,

safe cooking and safe serving is a theme that runs throughout both the PSI and Specification.

- 1.2 There is significant food handling and cooking legislation. The enabling Food Safety Act 1990 is primarily concerned with food standards and is subsequently supported by European legislation. Under the Food Hygiene (England) Regulations 2006, penalties for unhygienic food premises can be £5,000 on each charge on conviction in a Magistrate's Court. As indicated above, local authorities can apply for immediate closure if there is an imminent risk to health. Penalties in the Crown Court can be unlimited fines and up to two years in prison.
- 1.3 The enabling Food Safety Act 1990 is primarily concerned with food standards and is subsequently supported by European legislation. Regulation (EC) No 178/2002, also known as the General Food Law Regulation, defines 'food', 'food business operator' and 'food businesses'. 'Food' means any substance or product whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans. 'Food business' means any undertaking, whether for profit or not and whether public or private, carrying out any of the activities related to any stage of production, processing and distribution of food. 'Food business operator' means the natural or legal persons responsible for ensuring that the requirements for food law are met within the food business under their control. In the Public Sector this means the Governing Governor.
- 1.4 In addition the Prison Rules 1999; as amended by the Prison (Amendment) Rules 2000 and the Prison (Amendment) (No. 2) Rules 2000 notes:

**Food**

**24 - (1)** Subject to any directions of the Secretary of State, no prisoner shall be allowed, except as authorised by a Healthcare professional such as is mentioned in rule 20(3), to have any food other than that ordinarily provided.

(2) The food provided shall be wholesome, nutritious, well prepared and served, reasonably varied and sufficient in quantity.

(3) Any person deemed by the Governor to be competent, shall from time to time inspect the food both before and after it is cooked and shall report any deficiency or defect to the Governor.

(4) In this rule "food" includes drink.

- 1.5 The principles and requirements of food safety law apply to all areas under NOMS management control that provide food products for consumption by prisoners and staff - this includes not only establishment kitchens and serveries but also staff messes, training facilities, wing kitchens and retail workshops. The management framework system within the accompanying Catering Operating Manual reflects the majority of the conditions, processes and practices required. *However, establishments must make sure that any process particular to their operation are covered. Further clarification or guidance on all*

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*food related matters must, in the first instance, be sought from OESS Catering Services Policy Unit.*

## 2. SECTION TWO - FOOD SAFETY, MANAGEMENT & SECURITY

2.1 Key outputs that apply to all prisons are:

- All equipment used in the provision of food for prisoners will be maintained in safe working order.
- Where prisoners are employed they will be supervised and searched in line with National and local arrangements.
- All food premises will be clean, pest free and maintained in good condition.

2.2 *The food business operator (Governor) must ensure, as a minimum, compliance with all current food safety legislation.*

2.3 *Governors must ensure:*

- *that all those engaged in food handling activities are competent to do so;*
- *all food supply, transport and storage arrangements comply with relevant food safety legislation;*
- *all food facilities, processes and practices comply with relevant food safety legislation;*
- *that as the 'Food Business Proprietor', they have in place, implement and maintain a permanent procedure or procedures based on the HACCP principles;*
- *that a fully documented Food Safety Management System (FSMS) is in place which must include CCP daily monitoring records including time and temperature controls together with a record of any corrective actions associated with critical limit deviation;*
- *that a written food safety policy must be prominently displayed in the main kitchen.*

2.4 The Service is committed to enabling prisoners to gain accredited work-related skills through their work in prison food service delivery. - see [hyperlink to relevant spec]

## 3. SECTION THREE - MENU PLANNING & MEAL PROVISION

3.1 Key outputs that apply to all prisons are:

- Prisoners will be provided with 3 meals per day. As a minimum this provision will include breakfast, lunch and evening meal.
- Drinking water will be made available to all prisoners at all times.
- A multi-choice (minimum five choices), pre-select menu including a minimum of one substantial hot meal choice per day will be provided for the lunch time or evening meal.
- The menu cycle will be for a minimum of 4 weeks.
- The menu will reflect the diverse needs of the establishment's population.
- The menu provides information which enables prisoners to make decisions about their menu choice.
- Prisoners are consulted about and can make comments on the catering provision.
- Stakeholders are consulted about and can make comments on the catering provision.

## 4. SECTION FOUR - FOOD SAFETY & MANAGEMENT OF FOOD AT POINT OF SERVICE

4.1 Key outputs that apply to all prisons are:

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- Meal times will be specified and the timings agreed with the Regional Manager Custodial Services / Director of High Security Prisons.
- Staff and prisoners will know when meals are to be served.
- Prisoners received into the establishment after the serving of the last meal will receive a hot meal.

The 'go-live' versions of the specification, operating model, direct service costs & assumptions and cost spreadsheet are available on the internet at:  
<http://www.justice.gov.uk/about/noms-sbc-programme.htm>"

**For further information please contact:**

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(signed)

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