



HM Prison &
Probation Service

‘Food in Prisons’ Policy Framework

Annex ‘A’ – Guidance Manual

TABLE OF CONTENTS		PAGE
1. CONTEXT		4
1.1 INTERPRETATION		4
1.2 APPLICATION		4
2. INTRODUCTION		4
2.1 THE IMPORTANCE OF FOOD IN PRISON		4
2.2 STRATEGIC RELEVANCE		5
3. MENU PLANNING		5
3.1 BACKGROUND AND RATIONALE		5
3.2 GENERAL PRINCIPLES		6
3.3 MENU PLANNING		7
3.4 NUTRITIONAL ANALYSIS		9
3.5 PROCURING HEALTHIER INGREDIENTS AND PRODUCTS		10
3.6 BREAKFAST PROVISION		10
3.7 INDIVIDUAL CLINICAL NEEDS		12
3.8 SPECIFIC POPULATION GROUPS		13
3.9 ENABLING FOOD PROVISION FOR RELIGIOUS FESTIVALS AND CULTURAL EVENTS		18
3.10 CATERING FOR STAFF		19
4. THE CATERING REGIME		20
4.1 MEALTIMES		20
4.2 USE OF PRE-SELECT MENUS		20
4.3 PROVISION OF MENU INFORMATION, ALLERGEN INFORMATION AND INGREDIENTS LISTS		21
4.4 SUPERVISION OF SERVING PRACTICES		22
4.5 COOKING AND SERVING PRACTICES		23
4.6 CONSULTING PRISONERS, STAFF AND OTHER STAKEHOLDERS		23
5. FOOD SAFETY		24
5.1 OVERVIEW		24
5.2 HAZARD ANALYSIS & CONTROL POINT (HACCP) PROCEDURES		25
5.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)		26
5.4 FOOD CONTAMINATION AND POISONING		26
5.5 PREMISES HYGIENE AND CLEANING ROUTINES		29
5.6 PERSONNEL TRAINING		31
5.7 PERSONNEL HEALTH SCREENING AND PERSONAL HYGIENE		32
5.8 PERSONNEL DRESS STANDARDS		34
5.9 DIRTY PROTEST GUIDANCE		34
5.10 FOOD REFUSAL		35
6. FOOD MANAGEMENT		36
6.1 FOOD DELIVERY		36
6.2 FOOD STORAGE		37
6.3 FOOD PREPARATION		38
6.4 FOOD TEMPERATURE MONITORING		40
6.5 FOOD COOKING		40
6.6 FOOD COLLECTION AND TRANSPORTATION		41
6.7 FOOD PRESENTATION AND SERVICE REGIME		42
6.8 FOOD SERVICE		42
6.9 WASTE FOOD MANAGEMENT		43
7. CONTINGENCY PLANNING		44
7.1 THE UNAVAILABILITY OF SPECIFIC FOOD PRODUCTS		44
7.2 MITIGATION OF GENERAL RISKS TO MEAL PROVISION		44
8. PROVISION OF MANAGEMENT INFORMATION		45
8.1 THE ROLE OF THE NATIONAL FOOD TEAM		45

APPENDIX 1 – PROCESSED FOOD	46
APPENDIX 2 – THE EATWELL GUIDE	48
APPENDIX 3 – THE VEGAN EATWELL GUIDE	49
APPENDIX 4 – FOOD-BASED STANDARDS CHECKLIST	50
APPENDIX 5 – NUTRIENT STANDARDS FOR NUTRITIONALLY BALANCED MENUS	62
APPENDIX 6 – MENU SUITABILITY CHART	68
APPENDIX 7 – REQUIREMENTS OF PRISONERS WITH DIABETES	69
APPENDIX 8 – REQUIREMENTS OF PRISONERS WITH HYPOGLYCAEMIA	71
APPENDIX 9 – REQUIREMENTS OF PRISONERS WHO ARE NEURODIVERGENT	75
APPENDIX 10 – RELIGIOUS AND BELIEF BASED DIETS	76
APPENDIX 11 – TYPICAL MENU DESCRIPTIONS	83
APPENDIX 12 – MULTI-CHOICE WEEKLY MENU	84
APPENDIX 13 – PRE-SELECT MENU: PRISONERS' CHOICE SLIP	85
APPENDIX 14 – WING REQUIREMENTS RECORD	86
APPENDIX 15 – WING TOTALS ORDER FORM	87
APPENDIX 16 – TROLLEY CONFIRMATION SLIP	88
APPENDIX 17 – ESTABLISHMENT FOOD COMMENTS RECORD	89
APPENDIX 18 – SAMPLE SURVEY	90
APPENDIX 19 – FOOD QUALITY ASSESSMENT	91
APPENDIX 20 – FOOD SAFETY POLICY NOTICE	92
APPENDIX 21 – HAZARD ASSESSMENT MATRIX	93
APPENDIX 22 – EXAMPLES OF HACCP RISK ASSESSMENT	94
APPENDIX 23 – FOOD FLOWCHART	95
APPENDIX 24 – DAILY FOOD KITCHEN JOURNAL (HACCP)	96
APPENDIX 25 – ILLNESS INCIDENT RECORD	98
APPENDIX 26 – HYGIENE OF ENVIRONMENT INSPECTION FORM	99
APPENDIX 27 – INDUCTION PROGRAMME FOR FOOD HANDLERS	100
APPENDIX 28 – HYGIENE, HEALTH & SAFETY TRAINING RECORD	101
APPENDIX 29 – FOOD HYGIENE EDUCATION FLOWCHART	102
APPENDIX 30 – STAFF / VISITORS' FOOD SAFETY HEALTH QUESTIONNAIRE	103
APPENDIX 31 – KITCHEN TEMPERATURE CONTROL	104
APPENDIX 32 – WASTE MONITORING	105
APPENDIX 33 – EXAMPLES OF BEST PRACTICE	106

1. Context

1.1 Interpretation

1.1.1 The guidance set out in this manual must be read in conjunction with the overarching [Food in Prisons Policy Framework](#), which sets out the relevant outcomes and mandatory requirements relating to the provision of food and drink to people being held in the Prison estate and the Youth Custody estate (for brevity, collectively referred to in this guidance as 'prisoners').

1.2 Application

1.2.1 Prison Governors are accountable (as the Food Business Operator under current legislation), and Prison Catering Managers are responsible on a day-to-day basis, for meeting the relevant outcomes and fulfilling the mandatory requirements set out in the Food Policy Framework and for following the guidance set out in this manual in relation to prison kitchens, serveries, self-cook areas (which, for the avoidance of doubt, Prison Governors remain accountable for) and all other areas in which food is stored, prepared or served.

2. Introduction

2.1 The importance of food in prison

2.1.1 As HM Inspectorate of Prisons noted in its thematic report entitled '*Life in Prison: Food*' (2016):

"Food plays a crucial role in our physical, mental and emotional wellbeing. Much of human social interaction is centred on food, and we use food choices and eating habits to construct our gender, ethnic, cultural and personal identities. Food also represents an opportunity to indulge, communicate affection, and to experience religion and tradition. In prison, mealtimes are a focal point of the day. They break up the monotony of daily life in custody, and provide opportunities for association with others..."

"Having a limited ability to determine what, when, where or how much they eat, means that prisoners lose control over aspects of their health as well as this important part of their social autonomy. For some, this deeply affects their self-esteem and sense of identity. For these reasons, food is a considerable source of frustration and anxiety amongst prisoners, and thus extremely important to understanding life in custody. As recognised by the World Health Organisation, '[a]n understanding of the role of food in correctional settings and effective management of food systems may improve outcomes for incarcerated people and help correctional administrators to maximise the health and safety of individuals in these institutions."

2.1.2 HMPPS recognises that, in relation to the physical well-being of prisoners, good nutritional provision and communal dining can have a lasting impact on the wellbeing of an individual in custody and reduce the cost to the custodial estate. Medical complications that can arise from poor nutrition include nutritional deficiencies, cardiovascular disease, diabetes, and high cholesterol and add to the burden on prison health resources. In terms of the mental well-being of prisoners, good nutritional provision can have a significant impact on behaviour and reduce the risk of self-harm, particularly in the Women's estate. In addition, communal dining can enhance social connections, improve mental wellbeing, foster a sense of belonging, strengthen relationships and combat feelings of loneliness.

- 2.1.3 Good nutritional provision can also affect security and safety in prison. Contentment with food can reduce the number and extent of incidences of aggression and dissent. Better nutrition may reduce disciplinary incidents and violent behaviour in some cases.
- 2.1.4 The practice of instilling healthy-eating habits and communal dining into prisoners aids their rehabilitation and reintegration into the community after release. A large proportion of prisoners may have led poor lifestyles in the community that put their health at risk. A major part of rehabilitation is education about, and the promotion of, a healthy lifestyle. A crucial component of this learning is an understanding about the importance of a healthy, balanced diet.

2.2 Strategic relevance

- 2.2.1 The provision of an appropriate food supply is a matter of practical and financial concern for the MoJ/HMPPS as it is essential for maintaining both a prisoner's physical and mental health and the safety and well-being, as well as playing a critical role in supporting other prison regimes designed to ensure a safe and secure prison, and for protecting the health and well-being of staff and visitors to the prison.
- 2.2.2 The guidance in this manual, if followed, will contribute to the achievement of the strategic outcomes of the Ministry of Justice by:
 - (a) ensuring the provision of appropriate food and drink to prisoners from approved suppliers, thereby lowering internal tension within the prison environment so as to maintain the levels of safety and security; and
 - (b) by improving prisoners' diet so as to improve their overall health, and thereby facilitate prisoners being more receptive to approaches to addressing their behavioural challenges and thus reducing reoffending.

3. Menu Planning

3.1 Background and rationale

- 3.1.1 Prisoners are reliant on the catering service to meet their nutritional needs, often on a long-term basis, so it is important to ensure that menus are balanced and varied. The prison food standards outlined in this section should be used to help ensure prisoners get the food, energy and nutrition they need, to encourage the development of healthy eating habits whilst in prison and beyond the prison gate and to ensure that prisoners are as receptive as possible to approaches to address their reoffending behaviour.
- 3.1.2 Everyone can benefit from following a healthy balanced diet, regardless of their weight or age. Diets which are high in energy (calories), free sugars, salt, saturated fat, and red and processed meat, but low in fish, fruit, vegetables, and fibre increase the risk of weight gain, high blood pressure, cardiovascular disease, type 2 diabetes and some cancers.
- 3.1.3 Prison Catering Managers should be aware of the different types of processed foods and the associated health risks, as described in [Appendix 1 – Processed Food](#). Consideration should be taken when planning menus, to minimise the use of ultra-processed ingredients. Healthy-eating principles should underpin the whole menu planning process, rather than be restricted to a single dish.

3.2 General principles

3.2.1 A healthy food experience for prisoners is one where everyone is offered a selection of food and drink that enables them to meet their daily nutritional needs. For most people, this means meeting government dietary recommendations, as set out in the UK Government's healthy eating tool, as set out in Appendix 2 – The Eatwell Guide, and as set out in the Vegan Society's, as set out in Appendix 3 – The Vegan Eatwell Guide.

3.2.2 The Eatwell Guide shows the proportions in which the different food groups are needed to have a well-balanced and healthy diet. The proportions shown are representative of the balance of food consumption over the period of a day or even a week, not necessarily each mealtime. A balanced approach to diet should be considered over a period of time (a day or week for example) as this will make it easier to ensure the menu meets dietary recommendations, according to individual needs, whilst maintaining individual choice.

3.2.3 Using food-based and nutrient-based standards as a framework on which to base menus will help to ensure the provision of healthier food and drink options and that prisoners achieve dietary recommendations and get the calories and nutrients they need. This approach can also help to reduce intakes of nutrients that people generally eat too much of (i.e. saturated fat, free sugars, and salt) and increase the nutrients in the diet where intakes are generally lower than government recommendations (such as fruit and vegetables, oily fish and fibre).

(a) **Food-based standards** are government dietary recommendations for different food groups, such as for fruit and vegetables ("5 A Day"), as depicted by the Eatwell Guide.

(b) **Nutrient-based standards** are based on government recommendations for average intakes of energy (calories), macronutrients (protein, fats, saturated fat, carbohydrate, sugar, and fibre) and micronutrients (vitamins and minerals) for the UK population.

3.2.4 In addition, all prisons in England and Wales should comply with the [**Government Buying Standards for Food and Catering Services**](#) (GBSF). The GBSF aim to ensure healthier and more sustainable food and drink options are available across the public sector. They include nutrition-related criteria that are based on the healthy eating principles depicted by the Eatwell Guide and therefore these two approaches go hand-in-hand. **The GBSF should be used as a baseline minimum standard**, as it includes both mandatory and best practice elements.

3.2.5 Prisons have a duty of care to meet prisoners' nutritional needs. Menus issued by the HMPPS Food Team reflect the principles of the Eatwell Guide and comply with GBSF nutrition standards and so will meet all dietary recommendations¹. **Any menus developed in-house by individual prisons need to be nutritionally analysed to confirm that such menus meet the required standards.**

3.2.6 Nutritional analysis can also help to provide the information that Prison Catering Managers need in order to adapt provision to meet dietary recommendations as necessary.

¹ Except for vitamin D, as sunlight on the skin during spring and summer is our main source, rather than diet. See below for guidance on meeting vitamin D requirements of prisoners.

3.3 Menu planning

3.3.1 Prison Catering Managers should ensure (taking due account of their financial budgets), when compiling the menu cycle, that the menu cycle:

- (a) offers a wide range of different foods across the week, in line with the principles of the **Eatwell Guide** (see below and [Appendix 2 – The Eatwell Guide](#) and [Appendix 4 – Food-Based Standards Checklist](#) for details);
- (b) complies with the **Government Buying Standards for Food and Catering Services** applicable to menu planning (see [Appendix 4 – Food-Based Standards Checklist](#) for details);
- (c) meets the nutritional requirements of the prison population (see section 3.3.2 and [Appendix 5 – Nutrient Standards for Nutritionally Balanced Menus](#) for details);
- (d) reflects the diverse needs of the establishment's population, including cultural, ethical and religious preferences;
- (e) includes for each mealtime at least one food option which is suitable for prisoners who are vegetarians or vegans.
- (f) reflects the range of produce that the Prison Catering Manager has requested, when the annual planning process is undertaken to determine which crops should be cultivated, that the prison farm and gardens grow;
- (g) covers a minimum of 4 weeks, without repeating the particular dishes offered in any week of the cycle in any subsequent week of that cycle;
- (h) provides for a minimum of 3 meals a day, including breakfast, lunch, and an evening meal;
- (i) provides a multi-choice (minimum five choices²), pre-select menu for the lunchtime or evening meal, including a minimum of one substantial hot meal choice³ per day;
- (j) considers the colour, flavour, texture, temperature, and appearance of the food products;
- (k) incorporates foods that are in season;
- (l) includes options, where possible, involving sustainable, British and locally-produced ingredients (e.g. fruit and vegetables from the prison farm, locally-reared animals, etc.);
- (m) takes due account of any opportunities for health promotion activities which include general messaging on healthy eating for the prison population.

² Prison Catering Managers should not include an option for prisoners to opt out of receiving a meal as part of the pre-select menu.

³ A hot meal is determined by reference to the main dish, and not by accompaniments or snacks such as noodle pots, hot cereal (e.g. porridge) or soup.

3.3.2 Prison Catering Managers should, in selecting the menu cycle in accordance with the Eatwell Guide:

- (a) provide for at least five portions of a variety of **fruit and vegetables** every day. A portion is 80g of fresh, frozen or canned fruit and vegetables, or approximately 30g dried;
- (b) base main meals on potatoes, bread, rice, pasta or other **starchy carbohydrates**, choosing wholegrain or higher-fibre versions where possible - these should make up approximately one third of the daily diet;
- (c) include **beans, pulses, fish, eggs, meat and other proteins** – a source of protein from this food group should be provided as part of all main meals;
- (d) consider the amount and frequency of **fish** options on the menu, so that prisoners can achieve the recommended two portions (2 x 140g) of **fish** every week, one of which should be an oily fish⁴. Offering a fish dish on the menu more often will provide more opportunities for prisoners to choose this option;
- (e) consider the amount and frequency of **red and processed meat** served – menus should be planned so that they provide no more than 70g/day of red and processed meat, on average across the week⁵; and
- (f) use **beans and pulses** in a range of dishes, not just those aimed at vegetarians and vegans. Adding pulses like beans and lentils to casseroles, stews and curries, or substituting all or a proportion of the meat/meat product in recipes with beans and pulses can help increase fibre and reduce fat content;
- (g) include some **dairy or dairy alternatives** (such as calcium-fortified soya drinks), choosing lower fat and lower sugar options where possible – this can be milk as drinks or with breakfast cereal, cheese, yoghurt, or milk-based puddings and sauces;
- (h) choose **oils and spreads** based on unsaturated fats (e.g. reduced fat spreads and rapeseed, sunflower or olive oils) and using them in small amounts;
- (i) use sparingly foods which are high in **fat** (particularly saturated fat), **salt** and/or **sugar**. Try to opt for alternatives lower in fat, salt and/or sugar (food labels can help) or include these foods and drinks in smaller amounts. Use food labels to help identify healthier options;

⁴ Common purchasable portions of fish and the amount of fish in a serving of dishes such as a fish pie vary and may be less than the recommended 140g portion size. You may therefore need to offer fish more often than two times per week to ensure that the menu meets the 2 x 140g recommendation. Oily fish usually have higher levels of pollutants than other types of seafood. For this reason, there are maximum recommendations for the number of portions some groups should be eating each week – for further details, see [NHS Guidance: Fish and shellfish](#)

⁵ Portions of red and processed meat do not have to be limited to 70g, but if you serve more than 70g of red and processed meat on a certain day, you can serve less on other days of the week (or have meat-free days) so that the average amount provided by the menu per day is no more than 70g.

- (j) ensure **drinking water** is made available to prisoners in cells and in places of work and education, as required by the [Certified Prisoner Accommodation Policy Framework](#). Where running water is not available then bottled water should be provided. Dieticians recommend that we drink six to eight cups / glasses of fluid every day. Water, lower-fat milks, and sugar-free drinks (including tea and coffee) all count;
- (k) fruit juice and smoothies should be limited to no more than 150ml a day, as such drinks are high in sugar.

[Appendix 4 – Food-Based Standards Checklist](#) and [Appendix 6 – Menu Suitability Chart](#) are designed to support Prison Catering Managers with basing menus on [Appendix 2 – The Eatwell Guide](#) and to aid with compliance to the GBSF.

3.3.3 Prison Catering Managers should compile and maintain recipes, for each food dish on the published menu, which include nutritional information on the fat, saturated fat, salt, sugar, calories and allergens present in that dish. It is recommended that prisons utilise the recipe bank established by the MoJ Food Team in doing so.

3.4 Nutritional analysis

3.4.1 Prison Catering Managers should ensure that menus are nutritionally analysed, in order to ensure that the average daily amount of energy and nutrients provided by the menu meets the requirements for the population group being provided for (i.e. men, women, boys or girls). Prison Catering Managers should either:

- (a) implement the example menus developed by HMPPS, which have already been analysed to ensure they meet nutritional requirements; or
- (b) arrange the nutritional analysis (at the cost of the prison) by an appropriately skilled person of any menus developed locally, retaining proof of such analysis for audit purposes.

[Appendix 5 – Nutrient Standards for Nutritionally Balanced Menus](#) sets out the nutrient standards for different population groups, along with advice on how to approach menu analysis, including obtaining support from a Registered Nutritionist or Registered Dietitian with the skills to carry this out.

3.4.2 People get most of the nutrients they need by consuming a healthy, balanced and varied diet. However, sunlight on the skin in the spring and summer months is the main source of vitamin D and there are very few good dietary sources, so it is unlikely that even the most well-planned nutritionally balanced menu will provide sufficient amounts of vitamin D. Prisoners may not obtain enough vitamin D from sunlight because they have little or no sun exposure compared to the general population. Therefore, **a daily supplement containing 10 micrograms of vitamin D should be made available to prisoners throughout the year.**⁶ This is important to prevent vitamin D deficiency and maintain the musculoskeletal health of prisoners.

⁶ This is the amount required to prevent deficiency as recommended by the UK Scientific Advisory Committee on Nutrition (SACN). Any instances of established deficiencies should be treated appropriately on an individual basis and may require

3.5 Procuring healthier ingredients and products

3.5.1 Prison Catering Managers should follow, in order to comply with GBSF nutrition standards, the nutrient and portion size criteria set for the following categories of food and drink:

- Beverages, including fruit juice, smoothies and milk-based drinks;
- Biscuits, cakes, ice cream, pastries and puddings;
- Breads;
- Breakfast cereals;
- Cheese;
- Confectionery and packet sweet snacks;
- Cooking sauces;
- Meat and meat products;
- Morning goods;
- Oils and spreads;
- Savoury snacks;
- Soups;
- Stock preparations;
- Yoghurts;
- Sandwiches (pre-packed) and ready meals; and
- All food categories covered by the current core government salt targets.

See the checklist in [Appendix 4 – Food-Based Standards Checklist](#) for further details to aid compliance with the GBSF. The GBSF technical guidance document provides further guidance to support implementation of the GBSF nutrition standards, including practical tips for Prison Catering Managers on procuring healthier food and drink.

3.6 Breakfast provision

3.6.1 Prison Catering Managers should take into account food and drink provided at breakfast, when planning and assessing the overall daily meal provision, in order to ensure that the average calorie requirements and nutrient-based standards outlined in [Appendix 5 – Nutrient Standards for Nutritionally Balanced Menus](#) are met.

3.6.2 Prison Catering Managers should apportion at least 20% of the overall daily energy (calorie) intake to breakfast, since most people usually consume a wider range of food and drinks at lunch and evening meals. For an adult man (aged 19 – 74 years), this means that at least 500 kcal, on average, should be provided by breakfast.

3.6.3 Prison Catering Managers should, as a minimum, offer to all prisoners at breakfast:

- Lower-sugar and higher fibre breakfast cereal or porridge (choose fortified versions where available);
- Lower-fat milk (i.e. semi-skimmed, skimmed or 1% fat);

a higher dose of vitamin D to be prescribed by a medical professional. For further information on UK Government vitamin 'D' recommendations see [NHS Guidance: Vitamin D](#)

- A portion of fruit (minimum 80g fresh / frozen / tinned, or 30g dried fruit);
- Wholegrain or higher fibre bread;
- Lower-fat spread, if provided; and
- A hot beverage.

3.6.4 Prison Catering Managers should complement breakfast, in order to ensure calorie and nutrient requirements are met, with additional items, such as:

- Lower-fat yoghurt (choose lower-sugar varieties);
- Boiled egg;
- Slice of cheese or reduced fat cheese spread;
- Cereal bar (choose lower-sugar varieties);
- 100% unsweetened fruit juice (limited to 150ml per day, which can count as a maximum of one portion towards the recommended five portions of fruits and vegetables a day). If provided, this should be in addition to, rather than instead of, a portion of fruit.

3.6.5 Prison Catering Managers should consider food safety issues, including temperature control issues such as refrigeration and hot holding food (for which see: [Food Standards Agency Guidance: Safe Method - Hot Holding](#)), when choosing breakfast products. Food items should be balanced against the rest of the day's meal provision. Providing breakfast packs fresh in the morning or offering a hot meal from the servery is therefore recommended, as this will allow for a wider choice of food products. As with snacks, relevant GBSF criteria should be considered if breakfast packs are provided (see [Appendix 4 – Food-Based Standards Checklist](#)).

3.7 Individual clinical needs

3.7.1 The standards outlined in this document reflect healthy eating advice and dietary recommendations for the general population. Certain groups of prisoners and/or individual prisoners may have specific dietary requirements that are not easily met within a planned menu. In such cases, the Prison Healthcare Team should be consulted.

3.7.2 The Prison Healthcare Team are responsible for prescribing treatment and authorising any additional dietary needs, including providing guidance in relation to individuals with eating, drinking and swallowing difficulties. Dietary needs should be regularly reviewed, and specialist clinical nutritional care managed by a registered dietitian. Prison Catering Managers should be notified of any medical diets and be provided with advice by the Prison Healthcare Team on how to cater for each medical condition.

3.7.3 Prison Catering Managers should ensure that prisoners with specific medical needs (such as food allergies, food intolerances or Coeliac disease) are catered for and their needs are met on an individual basis. The specific nutritional needs of individual prisoners and those who are nutritionally vulnerable should be the priority and should always supersede the application of blanket principles.

3.7.4 Prison Catering Managers should take note of the general guidance which has been developed with specialists for catering for prisoners with certain common types of clinical needs:

- Information on catering for the needs of prisoners with diabetes is set out in [Appendix 7 – Requirements of Prisoners with Diabetes](#) and [Appendix 8 – Requirements of Prisoners with Hypoglycaemia](#).
- Information on catering for the needs of prisoners who are neurodivergent is set out in [Appendix 9 – Requirements of Prisoners who are Neurodivergent](#).

- Lactose intolerance is one of the most common food intolerances, thought to affect around one in 10 adults in the UK, although it is more prevalent among some ethnic groups, particularly people of African, African-Caribbean or Asian descent. Lactose intolerance arises from an inability to digest lactose, the sugar found in milk and dairy products from mammals (e.g. cows, goats and sheep). Therefore, Prison Catering Managers should consider the need for the procurement of fortified plant-based alternatives or lactose-free milk and dairy products for prisoners with lactose intolerance.
- Prisoners who are on a detoxification programme should be provided with a detox pack, where appropriate. Detox packs should not include food products with high levels of sugar, salt or fat but should include food products which are high in fibre, like fruits, vegetables and whole grains, or food products which are easy to digest, such as vegetable soup, rolls and yoghurt.

3.8 Specific population groups

The Equality Act prohibits direct and indirect discrimination, harassment, and victimisation, and requires public bodies to comply with the Public Sector Equality Duty (PSED), by considering the needs of those with protected characteristics in working to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

Prison Catering Managers should meet the principle of equality of treatment by sourcing and providing a range of food products that meet the reasonable dietary needs of prisoners in full and takes appropriate account of cultural, ethical and/or religious requirements. Prison Catering Managers should consider requests on a case by case basis and should take into account the following needs of prisoners with protected characteristics:

3.8.1 Age

Prison Catering Managers should take appropriate account, in planning nutritionally-balanced menus, of the nutrient standards for both children (aged between 15 and 18 years of age) and older adults (aged 65 years and over), as set out in [Appendix 5 – Nutrient Standards for Nutritionally Balanced Menus](#). Energy, protein and wider nutritional requirements should continue to be met through a healthy, balanced diet and by using the food-based and nutrient-based standards outlined above. Consideration should be given to identifying individuals at risk of malnutrition, who should be assessed and treated by a qualified health professional.

Prison Catering Managers are not responsible for the supply or preparation of food for babies and/or young children who are resident in Mother & Baby Units in prisons, as they are not prisoners. It is for mothers to choose and procure (with support from the prison if experiencing financial hardship) and prepare food for their children in the facilities provided.

3.8.2 Race

Prison Catering Managers should note that some ethnic groups, particularly people of African, African-Caribbean or Asian descent, are more likely to be lactose intolerant. Therefore, Prison Catering Managers should consider the need to offer fortified plant-based alternatives or lactose-free milk and dairy products for such prisoners.

3.8.3 Disability

Prison Catering Managers should take appropriate account of any disability of any prisoner by consulting the Prison Healthcare Team to confirm the individual clinical needs of the relevant prisoner.

3.8.4 Marriage & Civil Partnership

No specific considerations have been identified as being necessary to address prisoners' marital or civil partnership status.

3.8.5 Sex

The nutrient standards required by the different genders are set out in [Appendix 5 – Nutrient Standards for Nutritionally Balanced Menus](#) and should be used when planning menus to ensure nutritional needs are met. In particular, women and girls aged between 11 to 50 years have a higher dietary requirement for iron than men and can be at risk of iron deficiency, due to increased iron losses from menstrual blood loss. Prisons should ensure that a variety of iron-rich foods is offered daily. Foods which are a source of iron include red meat, beans and pulses, nuts, dried fruit (such as apricots) and fortified foods such as breakfast cereals and wheat flour (e.g. bread). Individuals with high menstrual losses may require iron supplements to meet their requirements.

Women going through the menopause benefit from eating calcium-rich foods, such as yoghurt, cheese and milk-based puddings such as custard, and may benefit from consuming plant oestrogens over an extended period of two to three months, such as garlic, soya, linseeds, edamame beans and cruciferous vegetables (broccoli, cabbage, kale and brussels sprouts).⁷

3.8.6 Sexual Orientation

No specific considerations have been identified as being necessary to address prisoners' sexual orientation.

⁷ Further information on the nutritional needs of women going through the menopause can be found on the website at [UK Association of Dieticians Guidance: The Menopause and Diet](#).

3.8.7 Gender Reassignment

The nutritional needs of transgender / non-binary persons vary, depending on whether such persons have had gender reassignment surgery (GRAS) and whether they are receiving suppression therapy (ST) or hormonal therapy (HT) and when such treatment commenced:

- Those who have not had GRAS and are not receiving ST or HT have nutritional needs in line with their sex at birth. However, they may be reluctant to accept advice that does not align with their chosen gender identity. Careful consideration and respect should be shown in dispensing guidance and addressing their dietary needs;
- Those who have not had GRAS but are receiving ST or HT have nutritional needs which will fall between the ranges for men and women where such ranges differ (not all nutrients are required in different quantities by men and women – for example, fibre, salt, calcium, potassium, iodine, and more). Catering managers should identify and address the nutritional needs of such persons by reference to how long they have been receiving ST or HT and thus how far they are along the gender reassignment process;
- Those who have had GRAS and are receiving or have received ST or HT over an extended period will have nutritional needs which are akin to their chosen gender identity and catering managers should address their nutritional needs accordingly.

3.8.8 Pregnancy & Maternity

Women who are pregnant, breastfeeding or have recently given birth should have access to food and drink which supports their nutritional requirements and should receive advice regarding their diet and appropriate supplements from a health professional.⁸

In general, nutritional requirements for pregnant women do not differ substantially from those of the general population and a specific diet is not required during pregnancy. However:

- A healthy diet during pregnancy is important to support the development of the baby.
- Good nutrition during pregnancy is key for the future health of the unborn child across their life course and all pregnant women should receive a healthy, nutritious and culturally appropriate diet every day. A flexible approach which reflects their medical circumstances should be adopted in planning their meals.

⁸ Further information on the nutritional needs of pregnant, breastfeeding and post-partum women and the advice they should receive regarding their diet, including foods/supplements to avoid, can be found at: [NHS Guidance: A Review of Health and Social Care in Women's Prisons](#)

- Certain vitamins and minerals are especially important:
 - Folic acid: women who are pregnant (or could get pregnant) should be offered a daily 400-microgram folic acid supplement, up until the 12th week of pregnancy, to reduce the risk of neural tube defects in the baby. Some women have an increased risk of having a pregnancy affected by a neural tube defect and may be advised by prison health service to take a higher dose of 5mg of folic acid each day until they are 12 weeks pregnant⁹.
 - Vitamin D: pregnant and breastfeeding women should be informed about the importance of vitamin D and should be offered and advised to take a daily supplement of 10 micrograms, as recommended for all prisoners.
- Most food and drinks are safe to consume during pregnancy but there are some food products which pregnant women should be careful with or avoid, including (but not limited to) unpasteurised or soft ripened dairy products, raw or undercooked meat, some types of fish, and any supplements containing vitamin A¹⁰. Care should be taken with pregnant women and other vulnerable prisoners to reduce the risk of food being contaminated with harmful bacteria, such as listeria¹¹. Prison health services should advise pregnant women on foods and supplements to be careful with or avoid. Prison Catering Managers should ensure that suitable options are available within the menu options to allow pregnant women to choose appropriate foods and drinks.
- Additional food or snacks may be required during pregnancy because a pregnant woman's energy requirements may be higher during the last three months of pregnancy. It is recommended that an increment of 0.8 MJ/day (191 kcal/day) is added to a pregnant woman's estimated average requirement (EAR) (calculated at preconceptional body weight) during the last trimester of pregnancy¹². Women entering pregnancy who are living with overweight, or obesity may not require this increment. Meals may be missed due to sickness or nausea. Where a pregnant woman misses a meal due to sickness or nausea, it is important that she has the opportunity to make up for the missing calories and nutrients at another point in the day.
- Pregnant women should be provided with access to a healthy balanced diet to meet the energy and nutrient requirements of pregnancy. Such food should be healthy, nutritious and culturally appropriate. Any additional items can be purchased by women using their private money or via support from the prison if experiencing financial hardship.

⁹ For details, see [NHS Guidance: Vitamins, minerals and supplements in pregnancy](#)

¹⁰ For details, see [NHS Guidance: Foods to avoid in pregnancy](#)

¹¹ For details, see [Food Standards Agency Guidance: Listeria](#)

¹² For details, see [Scientific Advisory Committee on Nutrition – Dietary Reference Values for Energy](#)

- Pregnancy food packs, including fresh milk, fruit and yoghurt, can help pregnant women to maintain their blood sugar levels, reduce nausea and maintain a healthy pregnancy weight. Other examples of healthy snacks include nuts/seeds, raisins, wraps, cheese, muesli, whole vegetables, flapjacks or oat biscuits. These foods also allow women to graze throughout the day, rather than require them to eat at set times, which can be particularly important for women in their first trimester who may struggle more significantly with nausea and sickness.
- Pregnant women should be provided with access to¹³:
 - a healthy breakfast every day, because this can help avoid snacking on foods that are high in fat and sugar;
 - at least 5 portions of a variety of fruit and vegetables every day – these can include fresh, frozen, canned, dried or juiced;
 - protein-rich foods every day, such as beans, pulses, fish, eggs, meat, poultry or nuts;
 - 2 portions of fish each week, 1 of which should be oily fish such as salmon, sardines or mackerel;
 - wholegrain or higher-fibre options of starchy foods wherever possible, such as wholewheat pasta or brown rice;
 - low-fat varieties of dairy foods wherever possible, such as semi-skimmed, 1% fat or skimmed milk, low-fat and lower-sugar yoghurt and reduced-fat hard cheese. If dairy alternatives are needed, such as soya drinks and yoghurts, they should be unsweetened, calcium-fortified versions.
- If pregnant women get hungry between meals, Prison Catering Managers should avoid offering snacks that are high in saturated fat and/or sugar and provide healthier options, such as fresh fruit, salad vegetables, low-fat, low-sugar yoghurt or milky drinks¹⁴. Pregnant women may need to eat small, frequent meals of plain foods that are high in carbohydrate and low in fat, rather than eating at set times, particularly in the first trimester when women may be affected more by nausea and sickness.¹⁴
- Post pregnancy, it is recommended that an increment of 1.38 MJ/day (330 kcal/day) is added to a mother's estimated average requirement (EAR) (calculated at preconceptional body weight) in the first 6 months post pregnancy for those women who are exclusively breastfeeding.¹⁵

¹³ For details, see [NHS Guidance: Have a healthy diet in pregnancy](#);

¹⁴ For details, see [NHS Guidance: Vomiting and morning sickness](#);

¹⁵ For details, see [Scientific Advisory Committee on Nutrition - Dietary Reference Values for Energy](#);

3.8.9 Religion or Belief

It is a fundamental requirement that prisoners are provided with food which meet their religious or belief-based dietary needs and has been stored, prepared and served in an appropriate way. The menu choices and meal provision should therefore reflect the religious and belief-based needs of the prisoners in the prison establishment as a whole.

Prison Catering Managers should refer to [PSI-05-2016 \(Faith and Pastoral Care for Prisoners\)](#) and to Appendix 10 – Religious and Belief Based Diets and may seek generic advice/information about religious and belief-based diets from their establishment Faith Chaplain, Regional Catering Manager, Catering Services, the appropriate HMPPS Faith and Belief Adviser and/or relevant external community leaders, such as The Vegan Society.

If individual prisoners are identified as or self-identify as adherents to recognised faiths and/or beliefs (such as vegetarianism or veganism) which require a special diet, Prison Catering Managers should check periodically to confirm that such prisoners are, in fact, following such a diet and, if not, consult the prisoner as to the reasons why. Where the response is unsatisfactory, the provision of the relevant meals and any associated dietary supplements can be withdrawn, following consultation with the relevant Managing Chaplain and/or Faith and Belief Adviser and/or Diversity Lead (where available), subject to appropriate records of the reasons for the decision being kept. Prisoners should be allowed to appeal any such decision to an independent member of the prison's senior management team.

Good practice in catering for people with religious or belief-based dietary needs includes:

- Appropriate labelling of equipment (both where food is stored, prepared and when serving or eating food) and its use for the specified purpose only;
- Involving prisoners from different faiths, beliefs and ethnicities in cooking and other kitchen work, including at the point of service;
- Not requiring prisoners of particular faiths and/or beliefs to be involved in the handling, preparation, cooking or serving of food products which are incompatible with their faith and/or belief (e.g. requiring vegan prisoners to work with animal products);
- Inviting relevant Faith and Belief Advisers into kitchens, in co-ordination with the Managing Chaplain (where applicable), to confirm compliance with applicable religious doctrine or belief-based requirements.

3.9 Enabling food provision for religious festivals and cultural events

- 3.9.1 Prison Catering Managers should consider facilitating the celebration of religious festivals, such as Diwali and Ramadan, and cultural and ethical events, such as Chinese New Year, Veganuary and Black History Month, through the provision of appropriate food.
- 3.9.2 The dates and requirements of the main religious festivals are set out annually in the Prison Service Instruction issued by HMPPS Chaplaincy HQ. Food for religious festivals should always be provided in consultation with the relevant Faith Chaplain and should be provided at communal gatherings only. Prison Catering Managers should procure that Prison Governors and Directors of contracted prisons, together with Faith Chaplains, ensure equitable provision, as far as practicable, across the faiths in terms of food for religious festivals.

3.9.3 Prison Catering Managers should give consideration when enabling food provision for faith and belief festivals and cultural events to inviting people of the relevant population group to participate in the preparation, cooking and service of the food to be provided for the event.

3.9.4 Food provided at public expense for religious festivals should be prepared in the prison kitchens. It should only be necessary to purchase food from outside sources in the event of an operating failure of kitchen equipment or for Kosher prepared meals. The cost of food should be proportionate to the number of prisoners involved and consistent with the cost per prisoner incurred in other religious festivals for other faiths. If the prison believes there are other exceptional circumstances requiring the food for a religious festival to be purchased from outside the prison, this should only be done in consultation with Faith Chaplain(s), the relevant Faith Chaplain and other key stakeholders such as the Prison Catering Manager and Security Department. Prison Catering Managers should take all reasonable steps to ensure that Governors and Chaplains seek advice from the relevant Faith and Belief Adviser, HMPPS Chaplaincy HQ and Regional Catering Manager if necessary. The approval of the Prison Group Director should be obtained.

3.9.5 Faith communities may offer to donate food products for religious festivals, but such foods should normally be prepared in-house. Subject to the agreement of the Prison Governor, donations may be allowed of additional small items of food, such as dates for Ramadan, sweets for Diwali, sweets/hot cross buns for Christmas/Easter, and prasad (a blessed sweetmeat distributed in Hindu, Sikh and Jain temples), which Hindu, Sikh and Jain Chaplains are permitted to bring in for religious services. The Prison Governor, as the food business proprietor, remains responsible for ensuring that all food served is fit for consumption and is not injurious to health and so it is recommended that refreshments donated by faith groups are limited to items that have been purchased in sealed packaging and brought in unopened. Hot food and food requiring re-heating should not be brought in.

3.10 Catering for staff

3.9.1 The food-based standards in [Appendix 4 – Food-Based Standards Checklist](#) (i.e. GBSF and the Eatwell Guide principles) should be applied to catering across the whole prison estate, including staff catering. However, given that staff will not eat all their meals in the prison, Prison Catering Managers should ensure that the nutrient requirements for the sex and age of the prisoners, rather than the staff, is the overriding factor when developing menus to meet the nutrient-based standards ([Appendix 5 – Nutrient Standards for Nutritionally Balanced Menus](#)).

4. The Catering Regime

4.1 Mealtimes

4.1.1 Prison Catering Managers should ensure that:

- (a) the timing of meals has been formally agreed with the Prison Group Director;
- (b) the timing of meals is not unnecessarily compressed during the day and:
 - there is a minimum of 4.5 hours between the beginning of lunch service and the beginning of the evening meal service;
 - prisoners are provided, in addition to the evening meal, with a healthy, low-fat / low-sugar supper snack and the means to make a hot beverage; and
 - a period of 14 hours is the maximum any prisoner goes without food;
 - prisoners are provided with the facilities and commodities to enable them to prepare a minimum of 4 hot drinks a day; and
 - prisoners received into the establishment after the serving of the last meal of the day still receive a hot meal, provided in accordance with all relevant guidance.
- (c) mealtimes are published locally to staff and prisoners.

4.1.2 Meals should be served each and every day, between the following hours:

- Breakfast 07.00 – 08.30
- Lunch 11.30 – 13.30
- Evening 17.00 – 19.00

Where it is necessary to utilise breakfast packs, such packs should be distributed the evening before intended consumption, rather than being distributed multiple days in advance.

4.2 Use of pre-select menus

4.2.1 Prison Catering Managers should decide what type of menu selection process is preferable for their establishment, according to their capability (i.e. in-cell technology). Pre-select lends itself to being managed by a database programme. Appendices 9-13 provide examples typical of those used in many establishments today. They may be utilised as a skeleton model and adapted to fit into local regimes. The basic format of the system is:

- (a) The multi-choice weekly menu and meal specifications are published in advance (Appendix 11 – Typical Menu Descriptions and Appendix 12 – Multi-Choice Weekly Menu);
- (b) Choice slips are issued to prisoners by residential staff (Appendix 13 – Pre-Select Menu: Prisoners' Choice Slip);
- (c) Prisoners return completed choice slips to the residential office, or alternatively, make a verbal choice and signs for their selections;

- (d) Information is collated and retained on the residential unit and the total requirements are calculated (Appendix 14 – Wing Requirements Record);
- (e) Totals for the order are sent to the kitchen to enable production plans to be put in operation (Appendix 15 – Wing Totals Order Form);
- (f) The residential unit staff confirm requirements at the earliest opportunity (e.g. daily at breakfast), taking into account prisoner movements;
- (g) Where food is served at a residential unit level, all food transport has a contents slip, signed on collection by both the wing representative and the duty catering manager, to confirm the trolley contents before it leaves the kitchen (Appendix 16 – Trolley Confirmation Slip);
- (h) When prisoners have a location change, residential unit staff take into consideration their meal choices.

Prison Catering Managers should ensure that point-of-service supervisors are aware of these instructions.

4.3 Provision of menu information, allergen information and ingredients lists

4.3.1 Prison Catering Managers should ensure that, in compliance with assimilated Regulation (EU) No. 1169/2011 and the Food Information Regulations 2014, and regardless of the nature of the consumer (prisoner, staff, visitor, etc.) and whether the food is being offered for sale or distributed free-of-charge:

- mandatory food allergen information (covering the 14 substances that are required to be declared by law) relating to any food product is accurate, available, and easily accessible by the consumer, regardless of whether such food is unpackaged, made to order and then packed, or packed and offered for selection. This information should be reviewed and updated before any changes to menus takes place; and
- a full ingredients list, with any of the 14 allergens which are present being emphasised in the ingredients list, is attached to any prepacked and prepacked-for-direct-sale (PPDS) food products¹⁶ (such as breakfast packs or sandwiches made and wrapped in the prison) which are made available, unless the food was made to order and the relevant information was made available to the consumer at the point of ordering.

4.3.2 The 14 allergens for which information needs to be provided by law are: celery, cereals containing gluten (such as barley and oats), crustaceans (such as prawns, crabs and lobsters), eggs, fish, lupin, milk, molluscs (such as mussels and oysters), mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million) and tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

¹⁶ For details, see [Food Standards Agency Guidance: Food Allergen Labelling and Information Requirements](#)

4.3.3 Prison Catering Managers may, when providing menu information, allergen information or ingredients lists, either:

- provide the information electronically, where facilities permit;
- source and purchase a bespoke food-labelling machine, where local budgets permit and the volume of labels to be printed warrants such expenditure;
- design and print the labels in sheets, using the centrally-arranged stationery contract to purchase A4-size sheets of sticky labels for use in local PCs and printers; or
- hand-write sticky labels, listing all the ingredients and emphasising the presence of any allergens in the ingredients list, where the volume of labels required is low.

4.3.4 Menu information, allergen information and ingredients lists which are made available to prisoners should, where reasonably practicable, be provided:

- in both the English and Welsh languages:
 - as standard by prisons in Wales;
 - on request by prisons in England;
- with appropriate symbols to identify the nature of the food (i.e. a cow for beef, a crescent moon for halal, etc.) to prisoners who are not fluent in English or Welsh; and
- in braille or read verbally, where necessary, to prisoners who are blind.

Prison Catering Managers should contact:

- cymraeghmpps@justice.gov.uk for any Welsh language queries, including advice around translation; and
- welsh.language.unit.manager@justice.gov.uk for translation services.

Translation services for Wales-specific information developed by HMPPS (i.e. any information that is produced specifically for Wales) will be funded by HMPPS Wales. Any information which will be distributed nationally must be funded by the relevant business area/service provider.

4.4 Supervision of serving practices

4.4.1 Prison Catering Managers should ensure that the Prison Governor understands the importance of authorising the scheduling into the relevant roles of prison officers who have been trained in:

- Food safety;
- Avoidance of food cross-contamination (i.e. allergens, meat and halal foods, meat and vegan foods);
- Portion control; and
- Cleaning practices.

4.5 Cooking and serving practices

4.5.1 Prison Catering Managers should consider how food is offered or presented to help prisoners achieve a healthier diet. Some ways of doing this include:

- publication of the Eatwell Guide at food service points in order to encourage prisoners to select food products to eat which contribute to a healthy lifestyle;
- offering lower fat alternatives to pouring cream for desserts (e.g. lower fat yoghurt or custard);
- serving vegetables or salads without fat, creamy sauces or dressings, which can be offered separately (e.g. reduced fat salad dressings);
- serving poultry with the skin removed and removing the visible fat from meat before cooking;
- boiling, baking, grilling, or poaching rather than frying or roasting where possible, to lower the fat content;
- offering a variety of breads and/or rolls which include wholemeal or higher fibre varieties. Ensure sandwiches reflect this variety;
- ensuring a wide variety of fruits, vegetables and salads are available;
- serving meals from fit-for-purpose, hygienic environments (such as appropriate food service points), rather than at the cell door;
- placing alternatives next to each other (e.g. butter and unsaturated reduced fat spreads);
- identifying healthier options in prison menus and at the point of service.

4.5.2 Prison Catering Managers should ensure, in compliance with mandatory GBSF nutrition standards, that:

- (a) vegetables and boiled starchy foods such as rice, pasta and potatoes should be cooked without salt; and
- (b) salt is not made available on tables.

See [Appendix 4 – Food-Based Standards Checklist](#) for the GBSF checklist. The [Government Buying Standards Nutrition Standards Technical Guidance](#) provides further information to support implementation and offers practical tips for Prison Catering Managers on cooking and serving healthier food and drink, set out by each food group of the Eatwell Guide.

4.6 Consulting prisoners, staff and other stakeholders

4.6.1 Prison Catering Managers should ensure that:

- (a) a 'Food Comments' book is available to all prisoners at the point of service and reviewed and signed to this effect on a regular basis. An example is set out in [Appendix 17 – Establishment Food Comments Record](#);
- (b) any Prisoner Complaints relating to food are reviewed and responded to appropriately;
- (c) recorded surveys of prisoners' views and food preferences are carried out regularly; and
- (d) the results of any consultations are shared and appropriate action is taken.

4.6.2 A properly constructed survey makes sure that not only are meal preferences are identified, but also that the diverse needs of the prisoner population are being met. It is for Prison Catering Managers locally to determine whether a full survey of the entire prison population is required or whether other methods, such as consumer meetings/existing forums and attendance by the Prison Catering Manager at other regular meetings (such as those arranged to discuss matters relating to foreign nationals), mini-surveys, yield equally valuable information.

4.6.3 Before undertaking a survey, it is important that the process is planned and expectations are not over-raised. Prisons should gather and analyse the information from the returned questionnaires, not forgetting that it is the consumer, not the Prison Catering Manager, who selects his or her menu, so analysis of dish popularity is necessary and those dishes which are not popular should not stay on the menu. Consumer demand, balanced against other resource implications, should be considered and traditional dishes, modern trends in food fashions and healthy eating choices should be taken into account. A sample survey pro-forma is set out in [Appendix 18 – Sample Survey](#).

4.6.4 A designated member of the prison management team, independent of the catering operation, should sample the food served in the prison each day (alternating between the points of preparation in the prison kitchen and the points of service) and should provide a record of their comments to both the prison management team and the prison kitchen, on a daily basis, on whether the food is of an appropriate nature for the prison population and of sufficient quality. An example of such a form is provided in Appendix 19 – Food Quality Assessment. The records should be reviewed on a monthly basis by the prison management team and the Prison Catering Manager should take appropriate corrective action to address any shortcomings identified and maintain a record of the action taken.

5. Food Safety

5.1 Overview

5.1.1 Prison Catering Managers should ensure the following:

- (a) A fully-documented Food Safety Management System (FSMS) is established and maintained, which incorporates full HACCP procedures, including Critical Control Point (CCP) daily monitoring records, time and temperature controls, and a record of corrective actions associated with critical limit deviation;
- (b) Pest control systems are in place and inspections are carried out, by a suitably-trained operative on a monthly basis, of all food delivery, storage, preparation, cooking and service points, with appropriate records being maintained to evidence the scope and completion of such inspections. Any evidence of pest infestation should result in appropriate action being taken to eliminate the pest infestation and preventative measures being taken to prevent any reoccurrence of the pest infestation;
- (c) All those engaged in food handling activities (both staff and prisoners) are competent to do so, having completed personal and hygiene training (to be provided for prisoners via the prison education contract);
- (d) All food supply, transport and storage arrangements comply with relevant food safety legislation, including raw food controls, trace and recall procedures, safe transport, and safe storage;

- (e) All food facilities (including self-cook areas), processes and practices comply with relevant food safety legislation, including building and equipment design, cleanliness and the maintenance programme;
- (f) The nationally-mandated food safety policy (once available) or a local equivalent (until the nationally-mandated policy is approved) is prominently displayed in all appropriate areas, including each and every kitchen and servery. An example is provided in [Appendix 20 – Food Safety Policy Notice](#).

5.2 Hazard Analysis & Control Point (HACCP) procedures

- 5.2.1 A 'hazard' is a biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.
- 5.2.2 A 'control point' ('CP') is a step in a food business process to which controls can be applied. Control points should be monitored to ensure that steps are being carried out correctly.
- 5.2.3 Prison Catering Managers should ensure that Hazard Analysis & Control Point (HACCP) procedures are developed and implemented so as to:
 - conduct a hazard analysis to identify any hazards;
 - determine the critical control points (CCPs);
 - establish the critical limit(s) and tolerance;
 - specify control measures;
 - establish a system to monitor and control the critical control points;
 - establish the corrective action to be taken when monitoring identifies non-conformities;
 - establish procedures to confirm that the HACCP system is working effectively; and
 - establish appropriate documentation which reflects these principles and their application.
- 5.2.4 Prison Catering Managers should assess all the process steps individually, from the selection of suppliers and receipt of raw materials at the point of delivery to the final food product at the point of consumption and compile a risk assessment which identifies:
 - what hazards exist;
 - the likelihood of occurrence;
 - the potential harm; and
 - what action should be taken to best control the hazards.
- 5.2.5 Prison Catering Managers should ensure, as a minimum, that their risk assessment takes into account the following factors:
 - any existing control measures;
 - any identified corrective action required;
 - food in establishment kitchens is produced mainly on the day of consumption;
 - the majority of food is cooked just prior to the actual meal service;
 - all control points should be assessed as being equally important;
 - all areas and procedures should be assessed in all circumstances;
 - the circumstances of individual prison establishment will vary; and
 - the need to review the system whenever conditions and practices change.

Examples of a hazard assessment matrix and a risk assessment are set out in [Appendix 21 – Hazard Assessment Matrix](#) and [Appendix 22 – Examples of HACCP Risk Assessment](#).

5.2.6 Prison Catering Managers should identify the critical control points relevant to their operation and establish appropriate monitoring arrangements. The frequency of monitoring will depend on the nature of the step, practicality and the level of confidence that the monitoring procedures give. Generally, monitoring should be as simple as possible. An example of a flow diagram listing common control points is given at [Appendix 23 – Food Flowchart](#).

5.2.7 Prison Catering Managers should identify targets and critical limits (e.g. for fridge temperatures) which reflect current legislation for each control point. The target set will define the control required. All control points should be monitored routinely, dependent on risk, to ensure the targets are being met. When monitoring shows a variation from the target level, corrective action should be taken.

5.2.8 Prison Catering Managers should review their hazard assessment and control points if there is a major change with regard to ingredients used or style of operation, in order to identify whether the change introduces new hazards which require revised or new controls.

5.2.9 Prison Catering Managers should ensure that a Daily Kitchen Food Safety Journal is completed. An example is provided in [Appendix 24 – Daily Food Kitchen Journal \(HACCP\)](#).

5.2.10 Prison Catering Managers should ensure that monitoring equipment is routinely tested to ensure continued accuracy. For example, thermometers should be routinely validated or tested against a calibrated reference thermometer (boiling water = 100°C, melting ice = 0°C). The outcome of such tests should be recorded.

5.3 Control of Substances Hazardous to Health (COSHH)

5.3.1 Control of Substances Hazardous to Health (COSHH) is the name given to the series of regulations aimed at protecting people against risks which may occur from exposure to substances or processes hazardous to health in the workplace. Under COSHH Regulations 2002 (as amended) all persons at work need to know the safety precautions to take so as not to endanger themselves or others through exposure to substances hazardous to health.

5.3.2 Prison Catering Managers should take all reasonable steps to ensure that Prison Governors enforce the requirements that:

- (a) all relevant staff appropriate training in relation to any substances hazardous to health which they will be required to use; and
- (b) any substances hazardous to health are not kept in the kitchen or servery areas but in a designated chemical storeroom, which is kept locked.

5.4 Food contamination and poisoning

5.4.1 The main causes of food contamination are:

- food poisoning bacteria or other micro-organisms or their toxins (poisons which they produce) e.g. *Salmonella* species or *Staphylococcus aureus*;
- foreign bodies, e.g. glass and paper etc;
- chemical contaminants, e.g. washing-up liquid or rinsing agent; and
- allergenic, e.g. shellfish, nuts, peanuts and seeds.

5.4.2 The main reasons for food poisoning are:

- food prepared too far in advance and inappropriate storage, e.g. food stored at room (ambient) temperature (not refrigerated or kept hot);
- inadequate cooling;
- inadequate reheating;
- under-cooking;
- inadequate thawing;
- cross contamination;
- consumption of raw food, e.g. raw eggs;
- improper hot holding;
- infected food handlers;
- contaminated processed/canned food used; and
- poor hygiene practice.

5.4.3 Prison Catering Managers should have due regard for the following control measures to reduce the risks associated with the main reasons for food poisoning:

Control measure	Examples
Supplier Monitoring	Supplier audit Supplier performance Product recall
Personnel	Health screening Personal hygiene
Education and training	Hygiene education Enhanced craft skills Management and systems
Process control	Receipt Storage Cross contamination Defrosting of frozen foods Preparation Cooking Rapid chill Re heat Temperature controls Refuse disposal, storage and collection Food service Use of left-over food
Premises	Cleaning procedures Cleaning schedules Pest control Equipment Satisfactory potable water supply Adequate washing facilities Building maintenance Daily/weekly checks
Monitoring	Prison Catering Manager Line Manager Regional Catering Manager / ACA Trained Pest Control Operative Environmental Health Authority

5.4.4 Prison Catering Managers should have due regard for the following control measures to reduce the risks associated with microbiological contamination in all food areas:

Bacteria	Source	Prevention
<i>Listeria monocytogenes</i>	cooked sliced meats, cured meats, smoked fish, cooked shellfish, blue-veined and mould-ripened soft cheeses, pre-prepared sandwiches and salads. Some cut fruits, including melon, unpasteurised milk, dairy products made from unpasteurised milk	Keeping raw and ready-to-eat foods separate to avoid cross-contamination; ready-to-eat food being eaten within four hours of being taken out of the fridge; cooking or reheating foods until they are steaming hot right through.
<i>Salmonella</i>	Raw meat, eggs, poultry, rodents, sewage/water	Thorough thawing and cooking; avoiding raw milk; pasteurisation.
<i>Staphylococcus</i>	Human – through nose, mouth, skin, cuts and boils	Avoiding handling food; use of utensils; avoiding coughing and sneezing on food; adopting good personal hygiene practices.
<i>Clostridium perfringens</i>	Animal and human excreta, soil dust, insects and raw meat	Thorough cooking above +82°C; Storage above +63°C; rapid cooling; refrigeration.
<i>Escherichia coli</i> (E.coli)	Human sewage, water, raw meat	High standards of hygiene; thorough cooking; avoiding cross contamination; food products are only obtained from authorised sources; raw meat is always kept separate during delivery, storage, issue and preparation; all food contact equipment is cleaned effectively and sanitised; cross contamination is prevented; use of colour coded equipment in a separate area when preparing raw meat; cooking of all meat products thoroughly, especially burgers, sausages, pies and minced meat products; raw milk is not used.
<i>Campylobacter</i> (virus)	Raw poultry, milk, sewage, meat carcasses, cross contamination	Thorough cooking above +82°C; avoiding the handling of food; adopting high standards of hygiene.
Noroviruses	Handled foods, ice desserts, salads, fruits, raw shellfish	Prewashing of salads and fruit; avoid handling.
<i>Clostridium botulinum</i>	Soil, fish, meat and vegetables	Discarding used cans; strict attention to the shelf life of vacuum-packed food
<i>Bacillus cereus</i>	Cereals especially rice, spices, dried foods, milk and dairy products, meats, dust and soil	Thorough cooking and rapid cooling; Storing at correct temperatures.

5.4.5 Prison Catering Managers should reduce the risks of eating infected food by:

- procuring all food from centrally contracted suppliers;
- washing all raw fruit, vegetables and salad crop;
- correct storage;
- avoiding the consumption of high-risk raw foods, typically raw milk, homemade mayonnaise or other raw egg dishes; and
- ensuring good personal hygiene.

5.4.6 In the rare event of the discovery of a potential risk to consumers' health as a result of the discovery of specific concerns regarding particular food products, HMPPS' Catering Services Team will inform Prison Catering Managers, through the issue of a food alert bulletin, of the action required to be taken. Prison establishments may be required to remove the relevant food commodities from circulation.

5.4.7 Prison Catering Managers should ensure that, in the event of illness being caused by food consumption (including allergic reactions and incidents of food intolerance):

- an illness incident record (an example of which is set out in Appendix 25 – Illness Incident Record) is completed;
- the Prison Healthcare Team and the Regional Catering Manager are informed; and
- the incident is reported to the Local Authority.

5.5 Premises hygiene and cleaning routines

5.5.1 Prison Catering Managers should ensure that all food premises (including self-cook areas) are kept clean, pest-free and maintained in good repair and condition. Cleaning arrangements should cover as a minimum (including self-cook areas, where appropriate):

- food delivery areas;
- cleaning the equipment used for cleaning;
- staff changing facilities;
- hand washing facilities with warm water;
- food preparation;
- food and equipment storage;
- food serving areas;
- washing-up areas;
- refuse disposal and collection; and
- residential unit kitchens / preparation areas.

5.5.2 Prison Catering Managers should ensure that all locations where food is stored, prepared and served (and the ventilation therein) and all heavy equipment used in the storage, preparation and service of food are deep-cleaned by an appropriately-skilled contractor not less than every six months. The Prison Catering Manager should personally approve the scope of the deep-cleaning and confirm the satisfactory completion of such cleaning throughout the process.

5.5.3 Prison Catering Managers should ensure that:

- there is an effective quality control and inspection system for cleaning all food areas which is complied with and documented;
- due consideration has been given to Health and Safety legislation and guidance;
- the work programmes are monitored and recorded to ensure that specified standards are achieved and maintained;
- personnel supervising the cleaning process show competency in the activities that they are to supervise;
- cleaners show competency in the activities that they are to carry out;
- hand washing activity of cleaners is monitored and recorded;
- the methods, materials and equipment used for cleaning are appropriate for the task at hand;
- cleaning equipment that is to be used in the food service area is kept in a designated area (not the point of service) and stored in accordance with cleaning schedules prepared in accordance with HMPPS policy, as set out in [PSI-06-2015 & PI-03-2015 National Policy, Organisation & Summary Arrangements for Health & Safety](#);
- the frequencies at which the various cleaning tasks are to be performed are adequate;
- the completion of cleaning routines is monitored and the findings are recorded, by point-of-service supervisors after each cleaning period, and kept for audit purposes for a minimum of 6 months.

5.5.4 Prison Catering Managers should ensure, in particular, that:

- (a) all fridges (wherever food is stored and regardless of location within the prison, whether on wings or in self-cook areas) are operated and maintained to the highest standards and kept clean and free from out-of-date produce;
- (b) records of the operating temperatures of fridges are kept.
- (c) food held in fridges is stored in the correct manner;
- (d) fridges are inspected by a service supervisor on a regular basis.

5.5.5 Prison Catering Managers should ensure that the cleanliness of all food areas (including self-cook areas) is inspected at least once a week and any findings recorded;

A sample inspection form is set out in [Appendix 26 – Hygiene of Environment Inspection Form](#).

5.5.6 Prison Catering Managers should ensure that:

- (a) an effective programme, based on a preventative approach, is in place for the control of pests. Pests include any living creature capable of directly or indirectly contaminating food, such as birds, cats, rats, mice, cockroaches, flies, ants etc. Pests can spread dangerous bacteria, contamination and disease and can cause expensive deterioration to premises;
- (b) any infestations of pests discovered on the premises are reported to the Local Authority, in compliance with HMPPS' legal duties.

5.6 Personnel training

5.6.1 The [Food Law Code of Practice](#) states that the level of training, instruction or supervision of food handlers is the responsibility of the food business to determine, having regard to the nature of the business and the role played by food handlers within it, and should be assessed as part of a hazard analysis system. Authorised officers should take into account any relevant UK or EC industry guides to good practice when assessing training levels, but it is expected that persons preparing high-risk open food will require the level of training equivalent to that contained in the foundation courses provided by the Royal Institute of Public Health, the Chartered Institute of Environmental Health, the Royal Society for the Promotion of Health, the Society of Food Hygiene Technology and other similar training organisations.

5.6.2 Prison Catering Managers should therefore ensure that:

- (a) all persons (including prisoners) involved in the food chain ('food handlers'), including those supervising and/or serving food, are appropriately trained for the tasks which they are expected to perform;
- (b) all prospective food handlers are provided with an induction education pack, prior to being assigned food-handling duties. An example is set out in [Appendix 27 – Induction Programme for Food Handlers](#). The induction pack should cover the following elements:
 - Induction form;
 - Allergen awareness training;
 - Common reasons for food poisoning;
 - Personal hygiene;
 - Reporting illness;
 - Food hygiene;
 - A safe working environment;
 - Personal clothing;
 - General food safety
 - 'Clean as you go' policy;
 - Future education requirements; and
 - Work compact and job description.
- (c) all food handlers receive appropriate training on any equipment which they will operate in the course of their duties;
- (d) all persons required to use chemicals in the course of their work (such as cleaners) are trained in their safe use, in accordance with [The Control of Substances Hazardous to Health Regulations 2002](#);
- (e) a record of prisoner training is kept in the relevant residential unit office and by the Prison Catering Manager and a record of staff training is held on the staff personnel file. An example is set out in [Appendix 28 – Hygiene, Health & Safety Training Record](#).

5.6.3 Prison Catering Managers should ensure that training for food handlers, which should be provided at the cost of the prison establishment, meets the following requirements as a minimum:

Timing	Training Level Required
On entry	Level 2 Award in Food Safety in Catering
Within 12 weeks of entry	Level 3 Award in Supervising Food Safety in Catering
Within 12 weeks of being promoted to the role of Band 4 Supervisor or Prison Catering Manager	Level 4 Award in Managing Food Safety in Catering

5.6.4 Prison Catering Managers should ensure that training for prisoners who are handling food is commensurate with the activity being performed:

Person	Activity	Training Level Required
Low Risk	Anyone who would provide on-site support and is not directly involved in the preparation and personal handling of high risk open (unwrapped) food.	Food Safety Awareness Instruction
Medium Risk	Anyone who would provide on-site support and is not directly involved in the preparation and personal handling of high risk open (unwrapped) food but may undertake such duties as monitoring of food areas.	Food Safety (Level 1)
High Risk	Anyone who prepares and/or processes all high-risk food.	Certificate in Food Safety (Level 2): to be achieved within 8 weeks of commencing food handling duties

For further details, see [Appendix 29 – Food Hygiene Education Flowchart](#).

5.7 Personnel health screening and personal hygiene

5.7.1 Prison Catering Managers should ensure the following:

- All prisoners may participate in catering or other food handling activities, unless otherwise directed by the Prison Governor or the Prison Healthcare Team;
- A Food Safety Health Questionnaire is completed:
 - by all personnel involved in food handling, prior to commencing any food-preparation activity; and
 - by all visitors and maintenance personnel, on entering the catering facility.

An example is set out in [Appendix 30 – Staff / Visitors' Food Safety Health Questionnaire](#);

- All prisoners are assessed, on application, and passed, by the Prison Healthcare Team, as being medically fit to work in food service areas;
- Where an individual's health is subsequently deemed to be a risk to the provision of safe food, the individual should be removed from the food area and be referred, with a report, to a healthcare professional.

Further guidance, if required, can be found in the [Food Handlers: Fitness to Work](#) guidance, published by the Food Standards Agency.

5.7.2 Prison Catering Managers should ensure, in order to prevent food being contaminated, that:

- (a) all staff, prisoners and visitors other than food handlers, on entering areas where food is being prepared, wear clean protective clothing, including headwear, provided by the prison, in order to ensure continued good hygiene practice;
- (b) dedicated hand washing and drying facilities are provided and used by all food handlers and visitors, including maintenance personnel;
- (c) all food handlers report to their supervisor if they have, or suspect they have, septic sores, bowel/stomach disorders, diarrhoea or any disease likely to be transmitted through food. A food handler with any of these conditions should be removed from food handling duties until such time as the problem is cleared by a healthcare professional.
- (d) all food handlers practise good personal hygiene whilst undertaking food handling duties.

This means:

- washing and drying hands, using soap and water for a minimum of thirty seconds, before and after handling food and after going to the toilet;
- reporting any illness to management;
- not working if suffering from diarrhoea and/or vomiting;
- not handling food with scaly or infected skin lesions which cannot be totally covered during food handling;
- not spitting in food handling areas;
- not smoking or vaping in food handling areas;
- not eating, drinking or chewing gum in food handling areas;
- ensuring work surfaces and utensils are clean;
- all food handlers are required, where necessary, to change out of their outdoor clothing and wear the appropriate protective clothing;
- jewellery is not worn whilst in the kitchen or in food handling areas, with the exception of plain wedding bands and sleeper earrings;
- fingernails are kept short and clean. Nail varnish should not be worn by food handlers whilst on food handling duties;
- all hair is covered by appropriate headwear. Long hair should be tied back and a suitable head covering or hairnet worn;
- all establishment staff and visitors are provided with appropriate protective clothing and headwear;
- where showers are available at the place of work, food handlers are encouraged to make use of them on a daily basis before commencing work; and
- all cuts and abrasions are covered with a blue/distinctive waterproof dressing and finger stall where necessary. All other dressings and medications on exposed skin are to be covered with a distinctive waterproof dressing.

5.8 Personnel dress standards

5.8.1 Prison Catering Managers should ensure that clean protective clothing is worn by all food handlers, includes prisoners serving food, at all times whilst on duty. The minimum dress standard for food handlers is:

- clean, sturdy, safety footwear;
- clean and pressed trousers (plain white are acceptable for prisoners);
- clean and pressed chefs jacket;
- clean and pressed cooks apron; and
- clean headwear (disposable paper forage caps and beard snood).

It is good practice for food handlers to wear distinctive uniforms (to distinguish between staff and prisoners for security purposes) and disposable gloves and to wash hands thoroughly prior to donning such gloves.

It is acceptable for prisoners who are serving meals on wings to put on separate, clean, protective coats when entering the servery.

Prisoners on cleaning duties in the utensil or dishwashing areas may wear a T-shirt, trousers, clean sturdy footwear and clean headwear, with further protective clothing as required, e.g. rubber apron, wellington boots.

5.8.2 Prison Catering Managers should take all reasonable steps that, in order to minimise the risk of food contamination, Prison Governors enforce the requirements that:

- prisoners do not wear the same protective clothing for both cleaning and serving food;
- prisoners do not leave the servery area and move around the establishment in the protective clothing that is worn to serve food; and
- prisoners do not change into protective clothing in cells.

5.9 Dirty protest guidance

5.9.1 Prison Catering Managers should comply with the following guidance during a dirty protest in order to ensure that all current food safety regulations are met with regard to safe handling of food:

- (a) all prisoners should be catered for according to their cultural, racial or religious beliefs, or under the advice from the Prison Healthcare Team;
- (b) all staff involved in the direct issue of food and collection of food waste and cutlery items are advised to wear the special protective clothing and, as a minimum, use plastic disposable gloves. Where more than one prisoner is involved in the protest, gloves should be changed for each individual issue and collection. The clothing should be disposed of in sealed polythene waste bags and sent for incineration;
- (c) a supply of anti-bacterial soap is made available at the wash facilities;
- (d) a log of all food and drinks issued to the prisoners undertaking the dirty protest is kept for the duration of the protest;
- (e) food is plated just prior to issue to ensure food temperatures for service are adhered to;

- (f) where more than one prisoner is involved in a dirty protest, bulk food items should be stored at a minimum temperature of +63°C;
- (g) the temperature of all food is measured and recorded prior to issue to serving staff and meets a minimum temperature of +82°C;
- (h) all food is issued to the relevant prisoners on disposable plates/polystyrene containers;
- (i) all drinks are issued to the relevant prisoners in disposable cups/polystyrene cups. Where appropriate, disposable lids should be used to cover the cups. If the prisoner is allowed the use of his/her own flask, hot or cold water should be provided and issued;
- (j) all food waste and cutlery items is disposed of in sealed polythene waste bags and sent for incineration;
- (k) separate samples of food issued to the relevant prisoners is kept for a 72-hour period;
- (l) food refused by the relevant prisoners is disposed of immediately, in sealable polythene waste bags, and a record of the food refused is kept by the residential unit manager; and
- (m) if a prisoner gives up a dirty protest after refusing their meal and requires food:
 - a. during normal kitchen operational hours, then prison staff should make a requisition to the Prison Catering Manager;
 - b. outside normal kitchen operational hours, then prison staff should provide a sandwich meal.

5.10 Food refusal

5.10.1 A prisoner may decide to refuse food and/or fluids for a variety of reasons. Doing so is not considered in law to be a form of self-harm requiring management through an Assessment, Care in Custody and Teamwork (ACCT) plan.

5.10.2 Prison Catering Managers should ensure that catering staff:

- (a) report each and every incident of a prisoner refusing food and/or fluids to the prison orderly officer and the Prison Healthcare Team;
- (b) try to find out why a prisoner is refusing food and/or fluids and, where appropriate, address the reasons for such refusal;
- (c) continue to provide the relevant prisoner with food;
- (d) work with the Prison Healthcare Team to manage the relevant prisoner in accordance with clinical guidance, taking especial care in the reintroduction of food and/or fluids: [Guidance for the clinical management of people refusing food in immigration centres and prisons](#);
- (e) record and consult, on a regular and timely basis, all relevant information regarding any refusal of food and/or fluids by a prisoner and ensure that all such information is made and remains accessible to all relevant staff.

6. Food Management

6.1 Food delivery

6.1.1 Prison Catering Managers should ensure, in order to ensure that all food products are safe for storage and use, that all deliveries meet the following minimum standards:

- (a) Food items purchased meet approved HMPPS product specifications;
- (b) Delivery vehicles are checked at the point of delivery and recorded (as suitable for their intended purpose) and are clean both internally/externally. Due regard should be paid to the products being carried and the prevailing weather conditions;
- (c) Delivery drivers (and their assistants) are properly attired in clean, protective clothing;
- (d) Deliveries are not accepted from vehicles where chemicals and foodstuffs are carried in the same compartments;
- (e) Frozen, raw meat and poultry being delivered is kept separately from all other products being delivered and maintained in chilled conditions (below -18°C);
- (f) Food items are not accepted in dented / damaged / split containers or bags;
- (g) Chilled items are not accepted if the product temperature taken between packs is above +8°C, unless the product is excluded from temperature control by legislation;
- (h) Frozen items are not accepted if the product temperature taken between packs is higher than -12°C;
- (i) In the event that a serious problem arises from the delivery of a food product, of whatever nature, the food supplier is informed. Any escalation should include notification to Regional Catering Managers.

6.1.2 Prison Catering Managers should ensure, when taking receipt of goods, that designated persons are responsible for the receipt of all deliveries and that such persons:

- (a) ensure the legal requirements on the temperature of certain foods are met. If the delivery is either chilled or frozen, the designated person should note the temperature recorded on the vehicle's temperature gauge and, before unloading, check the temperature of the goods using a digital or probe thermometer utilising the 'between the pack' method. If the temperature fails to meet guidelines, the designated person should refuse the delivery and inform the appropriate food supplier. Any escalation should include notification to Regional Catering Managers;
- (b) check the hygiene conditions of the vehicle, driver and food commodities;
- (c) check the sell/use by date of each food product. If it gives less than the warranty period required by the HMPPS food specification, the food product in question should be refused;
- (d) maintain a record of delivery and inform the Prison Catering Manager of any discrepancies in order that the necessary action can be taken;
- (e) ensure all food deliveries are checked against the relevant HMPPS food specification.

(f) ensure notification is sent to the relevant food supplier in the event of any dissatisfaction. Any escalation should include notification to Regional Catering Managers in accordance with Appendix 25 – Illness Incident Record.

6.2 Food storage

6.2.1 Prison Catering Managers should ensure that:

- (a) All food is delivered and stored correctly in conditions according to its type.
- (b) Once the food has been accepted, excess packaging is removed and the product placed in suitable correct storage (to avoid cross-contamination) without delay.
- (c) All food stores are clean, pest-free and records of temperatures are maintained and monitored.
- (d) Where incorrect food products are delivered and are to be collected by the supplier for replacement, such products are stored in appropriate conditions.
- (e) A maximum of 14 days' food commodity stockholding is stored.

6.2.2 In some cases, additional security measures should be in place:

- (a) Poppy seeds or items containing poppy seed (e.g. bread sticks) should not be purchased.
- (b) Yeast (fresh and dried), mace, nutmeg, cloves, and all alcohol-based flavourings and colourings should be stored in a secure area, recorded, controlled and accounted for and used under direct staff supervision.
- (c) If purchased, yeast should be purchased solely for use in food service and stocks of yeast being held should be minimised. A metal locker, with a substantial locking mechanism, should be used in all instances for the storage of the yeast. It should be kept in a locked area, in an appropriate storage area, to prevent prisoner access. An inventory record should be kept in the box, indicating quantity of receipt and issue, the balance at hand, and the initials of the member of staff making the entry. Empty yeast bags or containers and uncooked dough should be controlled until inactive and/or properly disposed of.

6.2.3 As a minimum, Prison Catering Managers should also ensure that:

- (a) food products are retained in prime condition and used as needed, with appropriate reference to the 'best by' and 'use by' dates so as to ensure stock rotation and the reduction of food waste;
- (b) effective use is made of available space by efficient storage methods;
- (c) food products are covered and protected from contamination:
 - a. all food products, including grocery, fresh, chilled and frozen goods, are stored correctly on suitable shelving off the floor;
 - b. chilled food is immediately placed into chilled storage;

- (d) all raw meat and poultry is stored in a separate refrigerator to that of cooked products, in order to reduce the risk of cross contamination;
- (e) meat which is delivered vacuum packed is placed directly into chilled storage;
- (f) meat which is not delivered vacuum packed is removed from its packaging and placed in suitable covered containers into chilled storage;
- (g) frozen food is placed in freezer storage, once any unnecessary packaging has been removed, and food that has been allowed to thaw is not refrozen;
- (h) dry goods are immediately placed off the floor into clean, dry and well-ventilated storage;
- (i) relevant information relating to the products shelf life or ingredients is retained. Particular regard should be given to food products which contain known allergens (e.g. peanuts, nuts, sesame seeds, shellfish, etc.);
- (j) ingredients and prepared foods that contain any of the 14 allergens whose presence is required to be declared by law are stored separately in closed and labelled containers;
- (k) any relevant information is retained when packaging is removed.

6.3 Food preparation

6.3.1 Prison Catering Managers should ensure that:

- (a) where necessary, frozen food is thoroughly defrosted prior to cooking. The defrosting should be carried out in controlled conditions in either a rapid thaw cabinet or a refrigerator. The controlled temperature environment inside the thawing cabinet combined with air circulation provides the fastest and safest practical method of defrosting. If the food product, when manually tested, has not reached a core temperature of -1°C, it will require further defrosting before cooking or refrigerated storage.
- (b) when defrosting frozen food in a refrigerator, defrosting items should be kept away from other items not requiring further heat treatment. All raw meat should be stored in separate refrigeration. Liquid from thawing raw meat and poultry products contains harmful bacteria and will contaminate any surface it touches. All equipment in contact with defrosting raw meat and poultry should be thoroughly cleaned and disinfected after each use.
- (c) food handlers are trained, supervised and receive effective instruction;
- (d) food handlers always wash their hands prior to starting work and before commencing any process and records are compiled of the observation of the completion of such activity not less than 3 times per day;
- (e) food products are moved from their storage location to the preparation area as late as possible, so as to minimise the time such goods are held at ambient temperature;
- (f) food products are only processed in designated areas, using clean utensils, in a manner which avoids cross-contamination (e.g. between meat, vegan, halal, and kosher products);

- (g) the processing of raw and cooked food never takes place at the same time in the same preparation area;
- (h) food products containing any of the 14 allergens whose presence is required to be declared by law are managed appropriately to minimise the risk of cross-contamination. Where possible, food free from allergens are prepared separately from food containing allergens. If the risk of cross-contamination cannot be avoided, those with an allergy should be informed accordingly;
- (i) all food products, once used, are returned to their storage location as soon as practicable;
- (j) all utensils and work surfaces are cleaned between each process and any refuse is placed into proper receptacles.
- (k) all utensils are sanitised at the end of each working shift;
- (l) soiled protective clothing is changed for clean before commencing any new process;
- (m) food handlers always wash their hands, at the end of each process and before and after handling 'high risk' foods, in the appropriate wash hand basin before leaving that area;
- (n) food handlers cover any cuts to the skin with a blue / distinctive waterproof dressing and inform the supervisor;
- (o) waste material is removed from all food preparation areas after each food service; and
- (p) food waste is recorded, costed and analysed.

6.3.2 All produce grown by the prison should be washed thoroughly in potable water (a weak sterile solution is preferable) in a clean bowl or food sink which has been properly sanitised prior to entering the kitchen. Purchased produce should be washed in the kitchen prior to use. The raw products should be immersed for a minimum of 15 minutes and then thoroughly rinsed and drained before use. The preferred steriliser to be used for most salad, fruit and vegetable crops is a solution containing an active ingredient of sodium dichloroisocyanurate (available in tablet form from the janitorial contractor) at 300 parts per million. Crops which carry a heavy bacterial loading may need a higher concentration of and should be rinsed after process with fresh potable water before use. Products containing sodium dichloroisocyanurate are classified under [The Control of Substances Hazardous to Health Regulations 2002](#) as harmful and should only be used under supervision. In all instances, the manufacturer's instructions should be followed.

6.3.3 The production and storage of sandwiches is a high-risk process. Prison Catering Managers should ensure that:

- sandwiches, meaning any filled bread or similar product (including rolls, baps, baguettes, French sticks, pitta, and naan), are not prepared more than 24 hours prior to consumption and use only chilled products;
- advance preparation is recorded in the daily food journal;

- sandwich preparation takes place in a designated area, maintained to the highest standards of cleanliness and sanitation, using small-batch processes;
- all practices, including personnel, ingredients, materials, equipment and environment, are strictly controlled in order to minimise product contamination;
- extreme care is taken with the storage of all food packaging, as incorrect storage could lead to contamination of the sandwiches;
- all sandwiches are returned to refrigerated storage (0°C to +5°C) with the minimum delay on completion of preparation and remain refrigerated prior to issue;
- all sandwiches are served with the minimum delay upon removal from refrigerated storage. Where sandwiches are to be transported to a serving point, the use of refrigerated or insulated boxes is recommended; and
- all sandwiches are consumed within 4 hours of issue from cold storage and, if not, removed and disposed of.

6.3.4 Prison Catering Managers should ensure, when a food area is searched by dogs, that:

- open food which may have been contaminated is removed and discarded;
- all food production surfaces and equipment that may have been contaminated by the search dog(s) are thoroughly cleaned and sanitised; and
- any food room that has been searched is thoroughly cleaned, prior to recommencing the preparation or cooking of any food products.

6.4 Food temperature monitoring

6.4.1 Prison Catering Managers should ensure that:

- (a) before taking the temperature of food, a sterile wipe is used in the prescribed manner to ensure that the food probe is sterile. A fresh wipe should be used to clean the probe for each different food item.
- (b) as sterile wipes will not make the probe acceptable for use with halal meat, either:
 - a. two probes are kept and used (one for halal and vegetables and one for non-halal foods); or
 - b. a non-contact infra-red thermometer is used.

6.5 Food cooking

6.5.1 Prison Catering Managers should ensure when food is cooked that:

- (a) all cooking is carried out as late as possible before serving, so as to ensure that the minimum amount of time is given to possible food bacterial growth before serving;

- (b) vegetarian and vegan food is cooked separately to food that includes meat, in order to avoid cross-contamination, and utensils are sterilised after use;
- (c) all joints of meat (including made-up meat products, such as burgers and sausages) are cooked for sufficient time to ensure that the core temperature reaches +82°C;
- (d) poultry and game are thoroughly cooked, so that the core temperature reaches +82°C;
- (e) stews, casseroles and similar foods are stirred periodically during the cooking process to enable heat to be evenly distributed throughout the food, after which a minimum temperature of +82°C should be attained;
- (f) any reheated food product achieves a core temperature of not less than +82°C and is then either served without delay or held in a heated cabinet at a temperature of not less than +63°C;
- (g) in all cases, food products that have been reheated are disposed of when 2 hours have expired;
- (h) left-over/returned food items are not, under any circumstances, re-used; and
- (i) where hot cooked food is not to be served for immediate consumption, it is cooled, without delay, to a core temperature of not more than +5°C. The most effective method to be adopted to achieve this is through the use of a blast chiller. The cooling of products should be completed within 90 minutes and the products then placed in a refrigerator. The advanced preparation of the products should be recorded in the daily food journal.

6.6 Food collection and transportation

6.6.1 Prison Catering Managers should ensure that:

- (a) the time delay between the completion of the cooking process and the service of food does not exceed 45 minutes and should be considerably less. The time delay will be influenced by the complexity and length of any food distribution route but, in all cases, legislative requirements should be met;
- (b) cold food is either:
 - a. stored at +5°C or less and transported to the serving points in containers capable of maintaining that temperature; or
 - b. consumed within 4 hours of leaving refrigerated storage, after which it is disposed of and a record of events kept, including details of the time food left refrigerated storage, the temperature at that point, the time the food was served, and the temperature at that point.
- (c) all food that is to be conveyed to serving units is carried in suitable, covered containers.
- (d) heated holding cabinets and/or food trolleys which are used to transport food:
 - a. operate at a minimum of 75°C or above;

- b. are able to maintain a constant food core temperature of +63°C or above;
- c. are only used for food and not for any other purpose; and
- d. are not used to reheat food under any circumstances.

(e) staff collecting a heated food trolley from the kitchen understand the need to check that:

- a. the contents correspond with the items required/ordered; and
- b. the food trolley is at the correct temperature.

6.7 Food presentation and service regime

6.7.1 Prison Catering Managers should procure that Prison Governors ensure that:

- (a) the point of service layout is carefully designed to:
 - a. avoid contamination; and
 - b. ensure that all food is presented in the best possible way within the restrictions and constraints of the food service area. This entails keeping main dishes separate from vegetables and the dessert;
- (b) instructions for laying up the servery and using identifiable serving utensils are carefully followed;
- (c) special diets are not contaminated, even briefly, by other menu items and separate identifiable serving utensils are used. For example, vegetarian meals should not come into contact with meat; vegan meals should not come into contact with meat or dairy products; and halal meals should not come into contact with non-halal (haram) menu items;
- (d) where possible, prisoners of the relevant faith or belief are employed to serve food specific to that faith or belief (e.g. Muslim prisoners engaged to serve halal meat dishes);
- (e) each point of service is visited, at least weekly, to observe food service routines and confirm compliance with requirements.

6.7.2 Prison Catering Managers should take all reasonable steps to ensure that Prison Governors enforce the requirements that, unless prisoners are allowed to serve themselves, food handlers comply with the published portion control system, as this will assist in ensuring that the correct amount of food is available at the point of service for the number of prisoners and minimise waste.

6.8 Food service

6.8.1 Prison Catering Managers should procure that Prison Governors ensure that when meals and food are served:

- (a) food handlers have been trained, are supervised and receive effective instruction;

- (b) hygiene inspection and quality control arrangements for serveries are documented and complied with;
- (c) all food handlers wash their hands prior to serving food;
- (d) all food handlers wear appropriate protective clothing whilst on duty;
- (e) all hotplates and cold service counters are in good working order and are at the correct temperatures before food is placed inside. Equipment should be switched on in plenty of time for it to attain the correct temperature;
- (f) food is covered at all times, except when food service is taking place;
- (g) food temperatures are taken and recorded at the point of service. When food arrives at the servery it should be decanted into the hotplate leaving lids on gastronome trays until food service commences. Just before the start of serving food, the temperature of each dish should be taken and the findings recorded. If the food service takes over 30 minutes, a second check should be undertaken.
- (h) hot food is served at or above +63°C and cold food is served at/or below +5°C;
- (i) all food is served with the appropriate utensil, e.g. scoops, tongs or spoons, with separate utensils being used for each food product;
- (j) during food service, food servers wear disposable plastic gloves.
- (k) during food service, sneeze screens, where fitted, are in place;
- (l) unused/left-over food is discarded in an appropriate food waste bin;
- (m) all waste material is removed from food preparation areas at least after each food service;
- (n) all servery containers, utensils and crockery are cleaned in accordance with prescribed methods; and
- (o) temperature and process controls and monitoring procedures for all food production processes are in place and the measures set out in [Appendix 31 – Kitchen Temperature Control](#) are followed.

6.9 Waste food management

6.9.1 Prison Catering Managers should take all reasonable steps to ensure that Prison Governors enforce the requirements, in compliance with [The Separation of Waste \(England\) Regulations 2024](#), that:

- (a) any food waste is collected in dedicated bins and not disposed of in general waste bins;
- (b) any food waste is disposed of through an approved food waste disposal route (most likely a food waste collection service managed through the prison's facilities management contract, which can be established through the prison's Area Projects Operations Manager (APOM) if not already in place);

- (c) used cooking oil is collected by HMPPS' approved supplier, who will use it in the manufacture of biodiesel and will pay the prison accordingly¹⁷, as well as collecting any used fats, oils and greases from the prison free-of-charge;
- (d) all food waste from the point of service is recorded (a sample form is provided in Appendix 32 – Waste Monitoring) and that this information is communicated, on at least a weekly basis, to the Prison Catering Manager for costing and analysis and should be collated for provision and review in any relevant management review or audit by the HMPPS National Catering Team, Sustainability Team or other relevant group;
- (e) food waste is not returned to the kitchen for disposal but to a separate location, so as to avoid contamination; and
- (f) general waste generated by the prison is stored well away from the kitchen, in another location, so as to minimise the risk of pest infestation.

7. Contingency Planning

7.1 The unavailability of specific food products

- 7.1.1 A balanced diet which is in line with UK Government recommendations can be made up from a wide range of foods. As a result, the unavailability of individual food items is unlikely to be of nutritional concern in the short term, since there are many food sources available to choose from in each food group of the Eatwell Guide.
- 7.1.2 Prison Catering Managers should aim to select food products which are lower in saturated fat, sugar and salt, such as dried, canned and ultra-heat treated (UHT) options, where possible, if restricted to providing food products with a longer shelf life.

7.2 Mitigation of general risks to meal provision

- 7.2.1 Prison Catering Managers should have appropriate contingency plans in place to mitigate risks to meal provision, such as a pandemic, staff shortages, equipment failure, services failure, delivery failure etc. Examples of mitigations to consider are:
 - the maintenance of a contingency plan detailing the actions to take for different situations, including essential contact numbers for equipment repair and hire;
 - the stocking of contingency frozen or dehydrated 'heat and serve' ready meals;
 - the compilation of a reduced choice menu;
 - the maintenance of sufficient stock to cover a failed delivery;
 - the training of non-catering staff in food safety; and
 - the training of non-catering staff in the operation of kitchen equipment.

¹⁷ See [Used Cooking Oil Recycling Service](#) and [MoJ Procurement Bulletin](#)

8. Provision of Management Information

8.1 The Role of the HMPPS National Food Team

8.1.1 The HMPPS National Food Team forms part of the Rehabilitation & Change Directorate of HMPPS and is responsible for the following activities in connection with food in prisons:

- data collection and surveying operational requirements;
- maintaining staffing level records, including vacancies;
- training records & training requirements;
- catering equipment and state of repair;
- religious and cultural foods requirements for festivals and events;
- historical and current food spends and budgets;
- food waste & sustainability;
- food safety documentation records;
- menu content, including nutritional & calorific information, and recipes;
- menu management systems;
- prisoner surveys;
- supplier surveys; and
- IT access, such as Microsoft Teams.

8.1.2 The HMPPS National Food Team will review this Policy Framework and Guidance Manual on an annual basis and re-issue the Policy Framework and Guidance Manual as required in order to reflect any amendments required or changes to applicable legislation.

8.1.3 Prison Catering Managers should respond to any requests from the HMPPS National Food Team for information, such as for staffing details, training records, or equipment data, as soon as reasonably possible and in any event within the timescales specified in the request.

8.1.4 Prison Catering Managers should seek out, share, and implement, where reasonably possible, best practice. The HMPPS National Food Team will facilitate the exchange of information between prisons for this purpose. Examples of best practice are set out in Appendix 33 – Examples of Best Practice.

Appendix 1 – Processed Food

1. What is 'processed food'?

1.1 The term 'processed food' refers to any food that's changed from its natural state. This can include food that was simply cut, washed, heated, pasteurized, canned, cooked, frozen, dried, dehydrated, mixed, or packaged. It also can include food that has added preservatives, nutrients, flavours, salts, sugars, or fats.

2. What are the types of processed foods?

2.1 The United Nations has devised the NOVA classification framework for grouping food products by reference to the extent and purpose of the processing applied. The NOVA system classifies all food and beverages, including ingredients of culinary preparations, into four groups:

Group 1: Unprocessed or minimally processed foods. This group consists of food that has undergone slight changes to make it easier to access. This group might also include things that have been dried, frozen, refrigerated, filtered, fermented, or put in vacuum-sealed packages in order to preserve the natural foods and allow them to be safely eaten later. It includes foods like fresh blueberries, roasted nuts, chopped vegetables and pre-cooked meat (providing only basic seasonings have been added and no preservatives, flavourings or sodium has been added).

Group 2: Processed culinary ingredients. The food products in this group contain options like butter, oils, sugar, or salts. They are ingredients that come from nature but are slightly changed. They may have been pressed, refined, milled, or dried. They have gone through this process to make it easier to use them in the kitchen. These options aren't supposed to be eaten alone. They are meant to be added to foods during meal preparation.

Group 3: Processed foods. These include canned fish, fruits in syrup, bottled vegetables, cheese, fresh bread, or other options that were made with added salt, oil, sugar, or other things from groups one or two. Most of these foods have two or three ingredients. They are edible by themselves but can also be added to other dishes. The food in this group was processed to make it more stable or add to its qualities.

Group 4: Ultra-processed food and drink products. This group contains foods that are typically the result of intensive manufacturing processes. They are created from foods and additives and usually have a lot of preservatives, dyes, colours, added flavours, non-sugar sweeteners, or other ingredients that change the texture or appearance of the food. These foods include sugars, oils, fats, and salt but they also have ingredients taken from other foods, like casein, lactose, gluten, whey, hydrogenated oils, protein isolate, maltodextrin, invert sugar, and high-fructose corn syrup.

3. What is processed meat?

3.1 Processed meat consists of any meat that has been modified in order either to improve its taste or to extend its shelf life. Meat processing includes all the processes that change fresh meat, with the exception of simple mechanical processes such as cutting, grinding or mixing. Methods of meat processing include salting, curing, fermentation, smoking and the addition of chemical preservatives.

3.2 Processed meat is frequently made from pork or beef, but also poultry and other animals, and can contain meat by-products such as blood. Processed meat products include bacon, ham, sausages, salami, corned beef, jerky, hot dogs, lunch meat, canned meat, chicken nuggets and meat-based sauces.

3.3 However, it is important to understand that the following activities do not, of themselves, transform meat into processed food and are therefore perfectly acceptable practices:

- Using raw meat as an ingredient or component for a pie or other dish, such as lasagne;
- Adding a ready-made sauce to cooked meat.

4. How do processed foods affect health?

4.1 Some slightly processed foods can be a part of a healthy diet. Some examples of processed foods that can add benefits to meals include:

- Whole-grain or whole wheat bread;
- Precut vegetables;
- Low-fat milk;
- Milks, plant-based dairy alternatives, or juices with added vitamin D and calcium;
- Canned fruits stored in water or natural fruit juice; and
- Breakfast cereals with added fibre.

4.2 But, in general, highly-processed food results in health risks:

You might consume more than you're aware of. Some processed foods contain a lot of salt, fat, and sugar. This can make the foods seem more appealing, taste better, or lengthen their shelf life. But you might not know just how much fat, salt, or sugar is in the foods you eat. This can cause you to eat more than you'd expect, since it can be difficult to spot these additives, and some of these foods also have a lot more calories than you'd think. For example, one small cookie might have 50 calories. This is about the same number of calories as an entire cup of green beans. You'll tend to eat more calories with highly processed foods.

Highly processed food may put you at a higher cancer risk. A systematic review of 148 published articles concluded that processed meat consumption was significantly correlated with a 6% greater risk of breast cancer, an 18% greater risk of colorectal cancer, a 21% greater risk of colon cancer, a 22% greater risk of rectal cancer and a 12% greater risk of lung cancer.

Some processed options don't give your body what it needs. Foods that are highly processed are stripped of their basic nutrients. This is why many processed foods have added fibre, vitamins, and minerals. But once you take out the natural nutrients from a food, it's difficult to add back all of its healthful value.

Heavily processed foods are quicker to digest. Processed foods are easier for your body to digest than foods in their natural state. This means your body burns fewer calories when you digest processed foods. Experts think you burn around half as many calories with processed options compared to natural foods. If you eat high-calorie processed foods that require less calories to digest, it may be harder to stay at a healthy weight.

Appendix 2 – The Eatwell Guide



Source: Public Health England in association with the Welsh Government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

© Crown copyright 2016

For further information on the Eatwell Guide visit: <https://www.gov.uk/government/publications/the-eatwell-guide>

Appendix 3 – The Vegan Eatwell Guide



The Vegan Eatwell Guide was adapted from the Eatwell Guide under the terms of the Open Government Licence: nationalarchives.gov.uk/doc/open-government-licence/version/1/open-government-licence.htm. The Eatwell Guide is a Crown Copyright publication of Public Health England in association with the Welsh government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

© The Vegan Society, 2020. Registered Charity No. 279228 (England and Wales) and SC049495 (Scotland)

Appendix 4 – Food-Based Standards Checklist

These standards are based on [The Eatwell Guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/eatwell-guide) and the nutrition-related standards within the Government Buying Standards for Food and Catering Services (GBSF). The GBSF and the technical guidance to support implementation of the nutrition standards therein are available at: [Sustainable procurement: the GBSF for food and catering services - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/sustainable-procurement-the-gbsf-for-food-and-catering-services).

Standard:	Key:	Notes to support implementation: (See GBSF technical guidance for further details tips and useful links)	Compliant (Y/N)	Comments/Actions:
Fruit and vegetables				
The menu ensures at least five portions of a variety of fruit and vegetables are provided every day	EG	A portion is 80g of fresh, frozen or canned fruit and vegetables, or approximately 30g dried fruit. See the NHS.uk website for what counts towards 5 a day.		
Fruit juice and smoothies are limited to no more than 150ml a day, as they are high in sugar	EG, GBSF-M	150ml can count as a maximum of one portion of 5 a day.		
Vegetables are cooked without salt	GBSF-M			
At least 75% fruit juice, vegetable juice and smoothies to be provided in single serve packs	GBSF-M	Single serve packs should contain no more than 200ml for juice alone, and as close to 150ml per serving as possible. This could include larger single serve packs containing a 150ml serving of juice diluted with water.		

Half of desserts available should contain at least 50% of their weight as fruit	GBSF-M	<p>Fruit may be fresh, canned in fruit juice, dried or frozen.</p> <p>Excludes whole fresh fruit as a dessert option. Whole fresh fruit can be a dessert option but should not be included when calculating whether half of dessert options contain at least 50% of their weight as fruit.</p> <p>If only one dessert is made available per day and doesn't include 50% fruit, whole fresh fruit should also be available as an alternative.</p>		
Potatoes, bread, rice, pasta and other starchy carbohydrates				
When providing starchy carbohydrates, wholegrain and higher fibre versions are provided at least daily	EG	Pasta, Rice, Bread, Potatoes		
Boiled starchy foods such as rice, pasta and potatoes are cooked without salt	GBSF-M			
At least 50% of bread provided contains at least 3g fibre per 100g (i.e. is a source of fibre), excluding pre-packed sandwiches	GBSF-M	<p>All types of bread served excluding that within pre-packed sandwiches.</p> <p>Includes all bread and rolls: pre-packed, part-baked and freshly baked; white, brown, malted grain, wholemeal and 50:50 bread or rolls including seeded products, French bread, ciabatta, focaccia, pitta, naan, chapattis, tortillas etc. Also includes pizza bases (fresh and frozen).</p> <p>There are many types of bread that contain enough fibre to help you meet the mandatory standard. These include wholemeal, wheatgerm, malted wheat (e.g. granary) and seeded breads and white breads with added fibre.</p>		

In addition to the above mandatory standard for fibre, at least 25% of all bread provided contains at least 6g per 100g (i.e. high in fibre), excluding pre-packed sandwiches	GBSF-BP	The types of bread containing enough fibre to help you meet the best practice standard include wholemeal and many seeded breads.		
Breads: At least 75% (procured by volume) meet current core salt targets and any subsequent revisions to this target	GBSF-M	<p>Includes all bread and rolls: pre-packed, part-baked and freshly baked; white, brown, malted grain, wholemeal and 50:50 bread or rolls including seeded products, French bread, ciabatta, focaccia, pitta, naan, chapattis, tortillas etc. Also includes pizza bases (fresh and frozen).</p> <p>See GBSF technical guidance for salt targets to be met.</p>		
At least 75% of breakfast cereals provided meet current core salt targets and any subsequent revisions to this target	GBSF-M	<p>Includes all breakfast cereals (e.g. muesli, cornflakes and hot oat cereals).</p> <p>See GBSF technical guidance for salt targets to be met.</p>		
At least 50% of breakfast cereals provided are higher in fibre (i.e. at least 6g/100g) and do not exceed 12.3g/100g total sugars (10g additional allowance for dried fruit in cereal)	GBSF-M	Includes all breakfast cereals (e.g. muesli, cornflakes and hot oat cereals).		
In addition to the above mandatory standard for fibre, at least 25% of all breakfast cereals provided contain at least 6g per 100g of fibre (i.e. high in fibre) and do not exceed 5g/100g total sugars (10g additional allowance for dried fruit in cereal)	GBSF-BP	As above.		

At least 75% of morning goods provided are to not exceed 220 kcals	GBSF-M	<p>Includes croissants, crumpets, English muffins, pancakes, buns, teacakes, scones, waffles, Danish pastries, fruit loaves and bagels.</p> <p>220 kcal maximum is per portion.</p>		
Beans, pulses, fish, eggs, meat and other proteins				
A source of protein , such as beans, pulses, fish, eggs, meat and other proteins, is included as part of all main meals	EG			
Menus offer no more than 70g a day of red and/or processed red meat, on average across the week	EG	<p>See:</p> <p>https://www.nhs.uk/live-well/eat-well/food-guidelines-and-food-labels/red-meat-and-the-risk-of-bowel-cancer/</p> <p>https://www.gov.uk/government/publications/sacn-iron-and-health-report</p>		
Meat products : At least 75% (procured by volume) meet current core salt targets and any subsequent revisions to this target	GBSF-M	<p>Includes bacon, ham/other cured meats, sausages and sausage meat products, meat pies, cooked uncured meats, burgers and grill steaks, frankfurters and hotdogs.</p> <p>See GBSF technical guidance for salt targets to be met.</p>		
Meat and meat products (procured by volume), be lower in saturated fat, where available	GBSF-M	<p>Includes all meat, and all meat products covered under the salt reduction standard above.</p> <p>Saturated fats include animal fats found in meat, meat products, butter, ghee, cheese, cream, crème fraîche, yogurt, suet and lard, and in coconut oil and palm oil. They are also found in products made using these.</p>		
Two portions of fish are offered every week, one of which being oily fish	EG GBSF-M	<p>Includes any fresh, frozen and tinned fish. Also includes fish products such as fish cakes and fish fingers.</p> <p>Oily fish includes salmon, sardines, mackerel, herring and pilchards. Tuna (fresh or canned) does not count as an oily fish.</p>		

		<p>Non-oily fish includes pollack, basa, cod coley, haddock, plaice, tilapia and tuna.</p> <p>A recommended portion is 140g. However, purchasable portion sizes vary and therefore you may need to offer fish more often than two times per week to ensure that the menu meets the recommendation.</p>		
To ensure main meals containing beans and/or pulses as a main source of protein are made available at least once a week	GBSF-BP	Includes chickpeas, butter beans, kidney beans, baked beans and lentils for example.		
Dairy and alternatives				
When providing dairy or dairy alternatives (such as calcium-fortified soya drinks), lower fat and lower sugar options are offered	EG	This can be milk as drinks or with breakfast cereals, cheese, yoghurt, or milk-based puddings and sauces.		
Milk: At least 75% procured by volume is lower fat (semi-skimmed, 1% or skimmed milk)	GBSF-M	Includes all types of milk (for example cow's, goat's and sheep's milk).		
Hard yellow cheese: At least 50% procured by volume have a maximum total fat content of 25g/100g	GBSF-M	Includes cheddar and similar hard cheeses.		
At least 75% of yogurts provided to not exceed 120 kcals	GBSF-M	<p>Includes all sweetened dairy yogurt, fromage frais products including dairy alternatives (such as soya, goat, sheep products). Excludes natural yogurt and unsweetened yogurt and unsweetened fromage frais.</p> <p>120kcal maximum is per portion.</p>		

Oils and spreads				
Oils and spreads are based on unsaturated fats and are used in small amounts only	EG	Such as reduced fat spreads and rapeseed, sunflower or olive oils.		
Oils and spreads: At least 75% of oils and 75% of spreads procured by volume are based on unsaturated fats	GBSF-M	<p>Unsaturated oils (that is predominantly monounsaturated and polyunsaturated oils) are liquid at room temperature and include most vegetable oils such as sunflower, rapeseed, soya and olive. This standard refers to these unsaturated oils and fat spreads containing predominantly unsaturated oils.</p> <p>NB: Coconut and palm oil are not unsaturated oils. They are vegetable oils but are rich in saturated fat. Similarly, butter, other spreading fats containing predominantly saturated fats and solid cooking fats such as ghee, lard, dripping and compound cooking fat are not unsaturated fats.</p> <p>This standard applies to oils and to fat spreads separately.</p>		
Foods high in fat, salt and sugars				
Foods high in fat (particularly saturated fat), salt and/or sugar are used sparingly . Lower fat/salt/sugar alternatives are provided instead	EG	Use food labels, e.g. green and amber 'traffic lights' as a guide to identify healthier options.		
Biscuits provided are lower in saturated fat, where available	GBSF-M	<p>Includes all types of sweet biscuits including breakfast biscuits and cereal bars for example.</p> <p>Saturated fats include animal fats found in meat, meat products, butter, ghee, cheese, cream, crème fraîche, yogurt, suet and lard, and in coconut oil, and palm oil. They are also found in products made using these such as biscuits.</p>		

At least 75% of biscuits provided are to not exceed 100kcal	GBSF-M	<p>Includes all types of sweet biscuits including breakfast biscuits and cereal bars for example.</p> <p>100kcal maximum is per portion.</p>		
Cakes provided be lower in saturated fat, where available	GBSF-M	<p>Includes all types of cakes, ambient and chilled, including cake bars and slices, American muffins, flapjacks, Swiss rolls.</p> <p>Saturated fats include animal fats found in meat, meat products, butter, ghee, cheese, cream, crème fraîche, yogurt, suet and lard, and in coconut oil and palm oil. They are also found in products made using these such as cakes.</p>		
At least 75% of cakes provided are to not exceed 220kcal	GBSF-M	<p>Includes all types of cakes, ambient and chilled, including cake bars and slices, American muffins, flapjacks, Swiss rolls.</p> <p>220kcal maximum is per portion.</p>		
At least 75% of confectionery and packet sweet snacks provided are in the smallest standard single serve portion size available within the market and do not exceed 200 kcal (maximum) for chocolate and 125 kcal (maximum) for sugar confectionery	GBSF-M	<p>Includes all chocolate and sugar confectionery.</p> <p>Chocolate confectionery includes chocolate bars, filled bars, assortments, carob, diabetic and low-calorie chocolate, seasonal products e.g. Easter eggs, chocolate produced for Christmas and Halloween.</p> <p>Sweet confectionery and packet sweet snacks include boiled sweets, gums, pastilles, fudge, chews, mints, rock, liquorice, toffees, chewing gum, sweet and sweet and savoury popcorn, nougat and halva, seasonal products e.g. sweets produced for Christmas, Halloween etc. Excludes sugar free sweets and chewing gum.</p> <p>The calorie limit is for the smallest standard single serve portion size.</p>		

All confectionery and packet sweet snacks provided are in the smallest standard single serve portion size available within the market and do not exceed 200 kcal (maximum) for chocolate and 125 kcal (maximum) for sugar confectionery	GBSF-BP	As above.		
At least 75% of ice cream provided to not exceed 220 kcals	GBSF-M	Includes all types of ice cream, dairy and non-dairy, choc ices, ice cream desserts e.g. Arctic roll. 220kcal maximum is per portion.		
At least 75% of morning goods provided are to not exceed 220 kcals	GBSF-M	Includes croissants, crumpets, English muffins, pancakes, buns, teacakes, scones, waffles, Danish pastries, fruit loaves and bagels. 220 kcal maximum is per portion.		
Pastries provided be lower in saturated fat, where available	GBSF-M	Includes Danish pastries, pain au chocolate, maple and pecan plaits, cinnamon whirls and croissants. Saturated fats include animal fats found in meat, meat products, butter, ghee, cheese, cream, crème fraîche, yogurt, suet and lard, and in coconut and palm oil. They are also found in products made using these such as pastries.		
At least 75% of puddings provided to not exceed 220 kcals	GBSF-M	Includes all types of ambient (including canned), chilled and frozen large and individual pies, tarts and flans (fruit and other), cheesecake, gateaux, dairy desserts, sponge puddings, rice pudding, crumbles, fruit fillings, powdered desserts, custards, jellies, meringues, seasonal products such as Christmas puddings. 220kcal maximum is per portion and relates to 'bought in' puddings as a minimum.		

Savoury snacks are only provided in packet sizes of 35g or less	GBSF-M	Includes crisps and other savoury snacks, excluding nuts and seeds. Savoury snacks include crisps and any product made from small pieces of potato, wheat, rice, corn or other base ingredient, which have been baked, extruded, cooked or processed in any way. Crisps are defined in this instance as products that comprise sliced, whole, fried potato.		
Savoury snacks are only provided in packet sizes of 30g or less	GBSF-BP	As above.		
Composite foods				
At least 50% of pre-packed sandwiches and other savoury pre-packed meals (wraps, salads, pasta salads) provided contain 400kcal (1680kJ) or less per serving and do not exceed 5.0g saturated fat per 100g for an implementation period of 18 months from publication of GBSF technical guidance. To rise to 75% thereafter with a further implementation period of 18 months	GBSF-M	<p>Includes pre-packed sandwiches and other savoury pre-packed meals such as (but not limited to) wraps, salads and pasta salads.</p> <p>Pre-packed food is any food that has been pre-portioned and put into packaging before being provided/put on sale that cannot be altered without opening or changing the packaging. This excludes sandwiches and hot food options made on site.</p> <p>Saturated fats include animal fats found in meat, meat products, butter, ghee, cheese, cream, crème fraîche, yogurt, suet and lard, and in coconut and palm oil. They are also found in products made using these.</p>		
At least 75% of pre-packed sandwiches provided meet current core salt targets and any subsequent revisions to this target	GBSF-M	<p>Includes pre-packed sandwiches only.</p> <p>Pre-packed food is any food that has been pre-portioned and put into packaging before being provided/put on sale that cannot be altered without opening or changing the packaging. This excludes sandwiches made on site.</p> <p>See GBSF technical guidance for salt targets to be met.</p>		

<p>At least 75% of pre-packed sandwiches provided contains bread with at least 3g fibre per 100g</p>	<p>GBSF-M</p>	<p>Includes pre-packed sandwiches only.</p> <p>Pre-packed food is any food that has been pre-portioned and put into packaging before being provided/put on sale that cannot be altered without opening or changing the packaging. This excludes sandwiches made on site.</p> <p>There are many types of bread that contain enough fibre to meet the standard. These include wholemeal, wheatgerm, malted wheat (e.g. granary) and seeded breads and white breads with added fibre.</p>		
<p>Ready meals: At least 75% (procured by volume) meet current core salt targets and any subsequent revisions to this target</p>	<p>GBSF-M</p>	<p>All ready-meals including meal centres:</p> <ul style="list-style-type: none"> • All Chinese, Thai, Italian, traditional and other ready meals and meal centres with or without accompaniment (potato, rice, noodles, pasta, etc) made from meat, poultry, fish, quorn or vegetables; • Side dishes such as vegetable curries, dhal and other dishes that can be consumed as a meal; and • Products such as cheese pies/rolls, breaded fish (excluding shellfish) and chicken, dressed salad with protein, marinated meats etc. <p>See GBSF technical guidance for salt targets to be met.</p>		
<p>Ready meals: At least 75% (procured by volume) contain less than 6g saturated fat per portion</p>	<p>GBSF-M</p>	<p>As above.</p> <p>Saturated fats include animal fats found in meat, meat products, butter, ghee, cheese, cream, crème fraîche, yogurt, suet and lard, and in coconut and palm oil. They are also found in products made using these such as ready meals.</p>		

Soups: At least 75% procured by volume meet current core salt targets and any subsequent revisions to this target	GBSF-M	Soup as consumed. Includes all wet soups (canned, condensed, ambient and fresh) and dried soups as consumed. See GBSF technical guidance for salt targets to be met.		
Hydration				
No more than 10% beverages provided are sugar sweetened beverages (SSB) and all SSB are no more than 330ml pack size	GBSF-M	Sugar-sweetened beverages are any drink (including milk-based drinks and milk substitute drinks), whether hot or cold, carbonated or non-carbonated, that contain more than 20kcal (80kJ)/100ml energy and also has any sugar added as an ingredient. For example, a beverage sweetened with a combination of artificial/natural sweeteners and sugars (i.e. is not 'no added sugar') that also contains more than 20kcal/100ml energy (i.e. is not 'low calorie/low energy') falls within this definition. This means that 90% of beverages should be 'low calorie (low energy)' AND do not have sugar added to them as an ingredient ('no added sugar').		
Any SSB that are hot or cold milk-based drinks need to meet 300kcal cap	GBSF-M	Includes milk substitute drinks such as soya, almond, hemp, oat, hazelnut or rice. 300kcap is per portion.		
Tap water is visible and freely available and such provision is promoted	GBSF-M	It is recommended that we drink six to eight cups/glasses of fluid every day.		
All beverages provided should be low calorie/no added sugar	GBSF-BP	No sugar sweetened beverages are offered.		
General				
Salt is not available on tables	GBSF-M			
Cooking sauces: At least 75% (procured by volume) meet current core salt targets and any subsequent revisions to this target	GBSF-M	Includes cook-in and pasta sauces, thick sauces and pastes. See GBSF technical guidance for salt targets to be met.		

Stock preparations: All are lower salt varieties (i.e. below 0.6g/100mls reconstituted)	GBSF-M	Includes all flavours of stocks and bouillons including granules, powder, pastes, cubes, reduction jellies and ready to use products, as consumed (made up according to manufacturers' instructions).		
All products covered by the current salt targets and any subsequent revisions to this target: At least 75% of all products (procured by volume/provided) meet this target	GBSF-BP	<p>Includes all those foods and drinks for which there is a salt target.</p> <p>The 75% applies individually to each food category, and not only to the combined provision/volume.</p> <p>See GBSF technical guidance (Appendix A) for salt targets to be met.</p>		

Appendix 5 – Nutrient Standards for Nutritionally Balanced Menus

This Appendix sets out the nutrient standards Prison Catering Managers need to meet when planning food and drink provision and provides guidance for the nutrient analysis of menus to demonstrate compliance.

1. Nutrient Standards

1.1 Tables 1-4 in this Appendix set out nutrient standards, provided as daily averages over seven days, for:

- Boys aged 15-18 years;
- Men aged 19-74 years;
- Girls aged 15-18 years; and
- Women aged 19-74 years.

The average daily menu provision should meet the ‘population requirement’ for energy and nutrients.

1.2 These nutrient standards are based on UK Government dietary recommendations. Further detail on the principles behind establishing nutrient-based standards for specific population groups is set out in the UK Government’s nutrition principles for developing nutrient-based standards for planning nutritionally balanced menus.

1.3 Separate nutrient standards for men and women who are aged 75 years and above are not deemed necessary. Prisoners within this older age group would be housed with adult prisoners aged 19-74 years and their nutrient requirements can be met through application of the nutrient standards for men and women aged 19-74 years.

1.4 Breakfast should meet 20% of daily energy needs, lunch and dinner each meet 30% of daily energy needs, and snacks meet 20% of the daily energy needs of the relevant section of the population’s nutrient requirements.

For example, for men aged 19-74:

- breakfast should provide approximately 500 kcal, 11g protein;
- lunch and dinner should provide approximately 750 kcal, 17g protein; and
- snacks should provide approximately 500 kcal, 11g protein.

Table 1: Men (aged 19-74 years)

The Estimated Average Requirements (EAR) of the energy needed by men between 19 and 75 years of age who are of a healthy weight and moderately active (meaning approximately 50% will require more and 50% will require less) are as follows:

Age	MJ/d	Kcal/d
19-24	11.6	2772
25-34	11.5	2749
35-44	11.0	2629
45-54	10.8	2581
55-64	10.8	2581
65-74	9.8	2342
75+	9.6	2294
All adults	10.9	2605

The Reference Nutrient Intake (RNI) for men between 19 and 75 years of age who are of a healthy weight and moderately active (meaning the amount of a nutrient which is enough to ensure that the needs of 97.5% of the group are being met) are as follows:

Nutrient	Amount/day	Units
Total fat	Max 97	g
Saturated fat	Max 28	g
Carbohydrate	Min 333	g
Free sugars	Max 33	g
Fibre	Min 30	g
Protein	Min 55.5	g
Salt	Max 6.0	g

Vitamin	Amount/day	Units
Vitamin A	700	µg
Vitamin B1 (Thiamine)	1.0	mg
Vitamin B2 (Riboflavin)	1.3	mg
Vitamin B3 (Niacin)	17	mg
Vitamin B6	1.4	mg
Vitamin B9 (Folate)	200	µg
Vitamin B12	1.5	µg
Vitamin C	40	mg
Vitamin D*	10	µg

Mineral	Amount/day	Units
Calcium	700	mg
Copper	1.2	mg
Chloride	2500	mg
Iodine	140	µg
Iron	8.7	mg
Magnesium	300	mg
Phosphorus	550	mg
Potassium	3500	mg
Selenium	75	µg
Sodium	1600	mg
Zinc	9.5	mg

µg = micrograms. 1000 micrograms = 1 milligram (mg). 1000 milligrams = 1 gram (g)

* Prisoners should be offered a 10µg vitamin D dietary supplement each day. See the Menu Planning and Meal Provision section for more details.

Further information can be found at: [British Nutrition Foundation – Nutrition Requirements](http://www.britishnutritionfoundation.org.uk/nutrition-requirements)

Table 2: Women (aged 19-74 years)

The Estimated Average Requirements (EAR) of the energy needed by women between 19 and 75 years of age who are of a healthy weight and moderately active (meaning approximately 50% will require more and 50% will require less) are as follows:

Age	MJ/d	Kcal/d
19-24	9.1	2175
25-34	9.1	2175
35-44	8.8	2103
45-54	8.8	2103
55-64	8.7	2079
65-74	8.0	1912
75+	7.7	1840
All adults	8.7	2079

The Reference Nutrient Intake (RNI) for women between 19 and 75 years of age who are of a healthy weight and moderately active (meaning the amount of a nutrient which is enough to ensure that the needs of 97.5% of the group are being met) are as follows:

Nutrient	Amount/day	Units
Total fat	Max 78	g
Saturated fat	Max 22	g
Carbohydrate	Min 267	g
Free sugars	Max 27	g
Fibre	Min 30	g
Protein	Min 46.5	g
Salt	Max 6.0	g

Vitamin	Amount/day	Units
Vitamin A*	600	µg
Vitamin B1 (Thiamine)	0.8	mg
Vitamin B2 (Riboflavin)	1.1	mg
Vitamin B3 (Niacin)	13	mg
Vitamin B6	1.2	mg
Vitamin B9 (Folate)**	200	µg
Vitamin B12	1.5	µg
Vitamin C	40	mg
Vitamin D***	10	µg

Mineral	Amount/day	Units
Calcium	700	mg
Copper	1.2	mg
Iodine	140	mg
Iron	14.8	µg
Magnesium	270	mg
Phosphorus	550	mg
Potassium	3500	mg
Phosphorus	550	mg
Selenium	60	µg
Sodium	2400	mg
Zinc	7.0	mg

µg = micrograms. 1000 micrograms = 1 milligram (mg). 1000 milligrams = 1 gram (g).

* High doses of vitamin A should not be consumed by pregnant women.

** Women who are pregnant should be offered a daily 400-microgram folic acid supplement until the 12th week of pregnancy, to reduce the risk of pregnancy affected by neural tube defects. Women who have an increased risk of having a pregnancy affected by a neural tube defect are advised to take a higher dose of 5mg of folic acid each day until they are 12 weeks pregnant.

*** Prisoners should be offered a 10µg vitamin D dietary supplement each day. See the Menu Planning and Meal Provision section for more details.

Further information can be found at: [British Nutrition Foundation – Nutrition Requirements](http://www.britishnutritionfoundation.org.uk/nutrition-requirements)

Table 3: Boys (aged 15-18 years)

The Estimated Average Requirements (EAR) of the energy needed by boys between 15 and 18 years of age who are of a healthy weight and moderately active (meaning approximately 50% will require more and 50% will require less) is as follows:

Age	MJ/day	Kcal/day
15	10.46	2500
16	10.46	2500
17	10.46	2500
18	10.46	2500

The energy requirements for boys between 15 and 18 years of age are theoretically higher than the values quoted in the table above. However, government policy recommends that the intake for this group is capped at 2500 Kcal/day in order to address issues of overweight and obesity in this demographic group, although in practice the intake required will depend on the daily routine and needs of each individual.

The Reference Nutrient Intake (RNI) for boys between 15 and 18 years of age who are of a healthy weight and moderately active (meaning the amount of a nutrient which is enough to ensure that the needs of 97.5% of the group are being met) are as follows:

Nutrient	Amount/day	Units
Total fat	Max 97	g
Saturated fat	Max 28	g
Carbohydrate	Min 333	g
Free sugars	Max 33	g
Fibre	Min 30	g
Protein	Min 55.2	g
Salt	Max 6.0	g

Vitamin	Amount/day	Units
Vitamin A	700	µg
Vitamin B1 (Thiamine)	1.1	mg
Vitamin B2 (Riboflavin)	1.3	mg
Vitamin B3 (Niacin)	18	mg
Vitamin B6	1.5	mg
Vitamin B9 (Folate)	200	µg
Vitamin B12	1.5	µg
Vitamin C	40	mg
Vitamin D*	10	µg

Mineral	Amount/day	Units
Calcium	1000	mg
Copper	1.0	mg
Chloride	2500	mg
Iodine	140	µg
Iron	11.3	mg
Magnesium	300	mg
Phosphorus	775	mg
Potassium	3500	mg
Selenium	70	µg
Sodium	2400	mg
Zinc	9.5	mg

µg = micrograms. 1000 micrograms = 1 milligram (mg). 1000 milligrams = 1 gram (g).

* Prisoners should be offered a 10µg vitamin D dietary supplement each day. See the Menu Planning and Meal Provision section for more details.

Further information can be found at: [British Nutrition Foundation – Nutrition Requirements](http://www.britishnutritionfoundation.org.uk/nutrition-requirements)

Table 4: Girls (aged 15-18 years)

The Estimated Average Requirements (EAR) of the energy needed by girls between 15 and 18 years of age who are of a healthy weight and moderately active (meaning approximately 50% will require more and 50% will require less) is as follows:

Age	MJ/d	Kcal/d
15	8.4	2000
16	8.4	2000
17	8.4	2000
18	8.4	2000

The energy requirements for girls between 15 and 18 years of age are theoretically higher than the values quoted in the table above. However, government policy recommends that the intake for this group is capped at 2000 Kcal/day in order to address issues of overweight and obesity in this demographic group, although in practice the intake required will depend on the daily routine and needs of each individual.

The Reference Nutrient Intake (RNI) for girls between 15 and 18 years of age who are of a healthy weight and moderately active (meaning the amount of a nutrient which is enough to ensure that the needs of 97.5% of the group are being met) are as follows:

Nutrient	Amount/day	Units
Total fat (g)	Max 78	g
Saturated fat (g)	Max 22	g
Carbohydrate (g)	Min 267	g
Free sugars (g)	Max 27	g
Fibre (g)	Min 30	g
Protein (g)	Min 45	g
Salt (equivalent g)	Max 6.0	g

Nutrient	Amount/day	Units
Vitamin A*	600	µg
Vitamin B1 (Thiamine)	0.8	mg
Vitamin B2 (Riboflavin)	1.1	mg
Vitamin B3 (Niacin)	14	mg
Vitamin B6	1.2	mg
Vitamin B9 (Folate)**	200	µg
Vitamin B12	1.5	µg
Vitamin C	40	mg
Vitamin D***	10	µg

Nutrient	Amount/day	Units
Calcium	800	mg
Copper	1.0	mg
Chloride	2500	mg
Iodine	140	mg
Iron	14.8	µg
Magnesium	300	mg
Phosphorus	625	mg
Potassium	3500	mg
Selenium	60	mg
Sodium	2400	µg
Zinc	7.0	mg

µg = micrograms. 1000 micrograms = 1 milligram (mg). 1000 milligrams = 1 gram (g).

* High doses of vitamin A should not be consumed by pregnant women.

** Women who are pregnant should be offered a daily 400-microgram folic acid supplement until the 12th week of pregnancy, to reduce the risk of pregnancy affected by neural tube defects. Women who have an increased risk of having a pregnancy affected by a neural tube defect are advised to take a higher dose of 5mg of folic acid each day until they are 12 weeks pregnant.

*** Prisoners should be offered a 10µg vitamin D dietary supplement each day. See the Menu Planning and Meal Provision section for more details.

Further information can be found at: [British Nutrition Foundation – Nutrition Requirements](http://www.britishnutritionfoundation.org.uk/nutrition-requirements)

2. Nutrient Analysis of Menus to Demonstrate Compliance with the Nutrient Standards

- 2.1 Menus that comply with the food-based standards set out in the checklist in [Appendix 4 – Food-Based Standards Checklist](#) are more likely to meet the nutrient standards (except for vitamin D). Menus should be analysed to confirm this or to provide you with the information you need to adapt your food and drink provision as necessary.
- 2.2 Prison Catering Managers should take care not to encroach upon maximum safe levels of intake for vitamins and minerals¹⁸ (for example, guidance suggests that an average of 1500 micrograms (µg) per day or less of pre-formed vitamin A (i.e. retinol) from food and supplements combined is unlikely to cause harm).
- 2.3 Those responsible for commissioning food provision to meet the nutrient standards will wish to check that actual provision reflects the planned menus, and that analysis has been carried out appropriately.
- 2.4 Catering managers should demonstrate compliance with these nutrient standards by either:
 - Implementing the example menus developed by HMPPS which have already been analysed to ensure they meet nutrient requirements; or
 - Carrying out nutritional analysis of the menus developed in-house.
- 2.5 If planning and analysing menus to assess compliance with the nutrient standards is done in-house, Prison Catering Managers will need to use appropriate UK-relevant nutrient analysis software with up-to-date information (as a minimum the most recent edition of McCance and Widdowson's the Composition of Foods¹⁹) and take into account cooking losses and waste.
- 2.6 The support of a registered nutritionist or registered dietitian²⁰ is advisable when planning and analysing menus to ensure compliance with the nutrient standards. Some catering service providers can offer menu planning and analysis to these standards as part of their service and employ registered nutritionists or dietitians.

NB: Uptake of different menu options available would need to be considered and weighting applied as necessary.

¹⁸ For details, see [NHS Guidance: Vitamins and minerals](#)

¹⁹ For details, see [Composition of Foods Integrated Dataset \(CoFID\)](#)

²⁰ The Association for Nutrition and British Dietetic Association websites provide details on how to find a registered nutritionist or registered dietitian. See [Search the Register - Association for Nutrition](#) and/or [Find a dietitian \(bda.uk.com\)](#)

Appendix 6 – Menu Suitability Chart

Menu Suitability Chart

	Baked Beans	Garden Peas	Spaghetti Rings	Sweetcorn	Cabbage	Mixed Veg
Beefburger						
Ind. Pie						
Pizza						
Fish (in batter)						
Fish (in sauce)						
Roast Chicken						
Roast Beef						
Lasagne						
‘Brown’ Casserole						
‘White’ Casserole						
Stir Fry						
Other						
Totals						

	Chips	Boiled Potatoes	Mashed Potatoes	Roast Potatoes	Pasta	Rice
Beefburger						
Ind. Pie						
Pizza						
Fish (in batter)						
Fish (in sauce)						
Roast Chicken						
Roast Beef						
Lasagne						
‘Brown’ Casserole						
‘White’ Casserole						
Stir Fry						
Other						
Totals						

Appendix 7 – Requirements of Prisoners with Diabetes

1. Prisoners with diabetes require a menu which:
 - (a) meets requirements of UK Healthy eating guidelines, The Eatwell Guide;
 - (b) is clearly labelled with pictorial and numerical information to allow equitable access for those who have language or literacy barriers; and
 - (c) contains sufficient suitable gluten free choices for those patients who also have coeliac disease.
2. Some prisoners with diabetes may also require additional information and provision, including:
 - (a) carbohydrate content, calories and portion sizes of foods;
 - (b) meals which are roughly consistent in carbohydrate provision (i.e. not changing from 100g at lunch one day and 10g on the next); and/or
 - (c) access to additional foods for treatment of episodes of low blood glucose (hypoglycaemia, often known as 'Hypos').

These should be discussed with the Prison Healthcare Team, as they should be part of the prisoner's overall care plan.

3. As diabetes medications and technologies are frequently updated, liaison with the Prison Healthcare Team to confirm the most appropriate care plan is key but some current examples of potential additional requirements are listed below:
 - (a) **Hypoglycaemia (hypo) Pack** - may be required for those with type 1 diabetes (T1DM), type 2 (T2DM) or gestational diabetes (GD) - on insulin or sulphonylureas who may be at risk of low blood glucose (hypoglycaemia), where managing this is part of their care plan. (see separate, detailed hypoglycaemia document);
 - (b) **Calorie controlled meals** - may be required by any person with diabetes, if agreed as part of their care plan;
 - (c) **Consistent carbohydrate provision** (i.e. not changing from 100g at lunch one day to 10g the next) - may be required in patients with T1DM, or T2DM (especially those treated with insulin);
 - (d) **Accurate information/menu analysis including calories, carbohydrate content and portions** - may be required in patients with T2DM or T1DM or GD on basal bolus insulin who need quality information and consistency in carbohydrate portions to dose adjust their insulin safely;
 - (e) **Artificial sweetener provision** - Are useful for those with T1DM or T2DM or GD for whom lower calorie sweetener would improve blood glucose control or weight as part of their care plan - Access to low calorie sweeteners and sugar alternatives;

- (f) **Additional snacks** - may be required for any person with diabetes at risk of low blood glucose and based on their individual treatment or care plan. Access to options for snacks or alternatives should be addressed on an individual basis with portion, calorie and carbohydrate information available; and/or
- (g) **Diabetes and nutritional support** - may be required for those patients with diabetes who are not meeting their nutritional requirements due to a poor diet, eating and drinking difficulties or increased nutritional needs such as for wound healing.

In summary, prisoners with diabetes are diverse with differing individual needs. Catering provision should be discussed with the Prison Healthcare Team locally, as it should be part of the individual's overall care plan to meet their need.

Appendix 8 – Requirements of Prisoners with Hypoglycaemia

1. The management of prisoners at risk of low blood sugars – also known as hypoglycaemia or 'hypos' (where blood glucose concentration is less than 3.5 mmol/l) - is complex. If someone has hypo unawareness, then 3.5mmol/l may not be ideal, and 4.0mmol/l may be safer. Individualisation of this with careful care planning is required for management of patients at risk of hypos.
2. It is often a grey area between nursing staff having hypo kit topped up, officers checking on patients, and requirement for additional catering provision. **Each prison establishment needs to be clear about the roles and responsibilities around this.**
3. Diabetes UK suggest prisoners with diabetes who experience hypos should ask the Prison Healthcare Team to provide glucose tablets or other sweet things to help treat them or be able to ask the prison establishment's catering team to provide the necessary supplements.
4. With this in mind, Prison Catering Managers should look at the following hypo treatment information sheets (published by Carbs & Cals) to see what sort of catering provision may be required:



HYPO TREATMENT

Hypoglycaemia is when blood glucose drops below 3.5 mmol/l, with or without symptoms. If you take insulin or certain diabetes tablets, **you are at risk of having a hypo**. At blood glucose levels below 3.5 mmol/l, the brain is not getting enough glucose to function properly.

Symptoms you may experience when having a hypo:

Mild

- * Tingling
- * Feeling hot & sweaty
- * Light headed
- * Blurred vision
- * Hunger
- * Dizziness
- * Fast pulse or palpitations
- * Trembling or shakiness
- * Anxiety or irritability

Moderate

- * Disorientated
- * Lack of concentration
- * Change in personality or irritability
- * Confusion or vagueness

You will get to know what a hypo feels like for you and should **never ignore it**. It is common for people who have had diabetes for a long time to become less aware or have no symptoms of a hypo. This is why regular testing of your blood glucose is extremely important.

Common reasons a hypo may occur:

<ul style="list-style-type: none">* Taking too much insulin* Not having regular meals or missing meals* Not eating enough carbohydrate, or overestimating the amount you've eaten* Stress	<ul style="list-style-type: none">* Too much alcohol or drinking alcohol without food* Recreational drugs* Hot weather* Physical activity, particularly unplanned or unexpected additional activity
--	--

★ TREATING A HYPO ★

STEP 1:

It is important to treat the hypo as soon as you notice the symptoms (or, if you don't have symptoms, as soon as you record a blood glucose level of below 3.5 mmol/l) by taking rapid-acting carbohydrate. This will give a quick rise in blood glucose within 5-10 minutes. The amount of carbohydrate needed is 15-20g and the examples below each contain 15-20g of rapid-acting carbohydrate, suitable for treating a hypo.

Examples of rapid-acting carbohydrates containing 15-20g carbs

If you are at risk of experiencing hypos, it is vital that you carry rapid-acting hypo treatments (such as the examples below) with you at all times.



STEP 2:

After taking the rapid-acting carbohydrate, **sit down for 10-15 minutes**. If you are able to, re-check your blood glucose levels to ensure it's over 3.5 mmol/l. If not, eat more rapid-acting carbohydrate and wait a further 5-10 minutes.

STEP 3:

If your next meal is due in the next hour, you do not need to take any further carbs. If it will be more than 1 hour until your next meal, to avoid the risk of becoming hypo again, you should consider having some slower-acting carbohydrate.

Examples of slower-acting carbohydrates

Slower-acting carbs are not recommended as the first-line treatment for a hypo. These foods cause the blood glucose to rise much more slowly and therefore are not suitable for treating a hypo.



If you are experiencing hypos regularly or they are severe and you need the assistance of another person in treating your hypos, you should arrange a review with your diabetes care team or doctor.

5. The key points are:

(a) **Rapid Acting Carbohydrate needs to be available.** Any patient at risk of a blood glucose concentration less than 3.5 mmol/litre, with or without symptoms, and who is **conscious and able to swallow**, should have 15–20 g of **fast-acting carbohydrate**. Examples of the sources of such nutrients are shown on the hypo information sheets or, alternatively, can be found in approximately:

- 150-200ml of pure fruit juice;
- 3-4 jelly babies;
- 170ml-225ml original Lucozade; or
- 4–7 glucose tablets (prescribed by the Prison Healthcare Team).

Flexibility is required. Depending on how severe the hypo is, treatment may need repeating after 10–15 minutes, up to a maximum of 3 treatments in total. Catering provision needs to allow for access to this treatment, and communication between prison catering and healthcare teams is required to ensure appropriate carbohydrate containing snacks are available. **Each prison establishment needs to be clear about the roles and responsibilities around this.**

(b) **Long-Acting Carbohydrate needs to be available.** Once blood-glucose concentration is above 3.5 mmol/litre and the patient has recovered, a snack providing a **long-acting carbohydrate** should be given to prevent blood glucose from falling again. For example:

- two biscuits;
- one slice of bread;
- 200–300 mL of milk; or
- a normal carbohydrate-containing meal if due.

Flexibility is required. For example, in those patients with severe hypoglycaemia. Patients who have experienced severe hypoglycaemia may require a larger portion of long-acting carbohydrate. For example:

- four biscuits
- two slices of bread
- 400–600 mL of milk
- or a normal carbohydrate containing meal if due.

Those patients treated with insulin pumps or hybrid loops may require less long-acting carbohydrate.

Individual communication and care planning is key for each patient - requiring healthcare, catering and prison teams to ensure appropriate carbohydrate containing snacks are available. The roles and responsibilities for how this provision and delivery works will need to be clarified in each prison establishment.

(c) **Hypo Boxes** - Some hospitals use hypo boxes and include the rapid and longer acting carbohydrate foods in the same emergency treatment pack as the clinical treatment options (See example below from Appendix 2: JBS Guidelines). Something similar may be suitable for your site – discussion between prison catering and healthcare teams is again fundamental to the practical delivery of this initiative.

Appendix 2: Example of contents of hypo box

- Copy of hypoglycaemia algorithm (laminated and attached to inside of lid)
- 2x 200ml carton of pure fruit juice
- 2x packets of dextrose tablets
- 1x mini pack of biscuits (source of long acting carbohydrate)
- 3 x tubes (1 box) 40% glucose gel
- 20% glucose IV solution (100ml vial)
- 1x green cannula 18G
- 1x grey cannula 16G
- 1x 10ml sterile syringe
- 3 x 10ml sodium chloride 0.9% ampoules for flush
- 1x green sterile needle 21G
- Chlorhexidine-spray/alcohol wipes
- 1x IV dressing (cannula cover)
- 10% glucose for IV infusion (500ml bag)
- Audit form
- Instructions on where to send audit form and replenish supplies
- 1x Glucagon pack – to be kept in the nearest drug fridge or labelled with reduced expiry date of 18 months if stored at room temperature



"Hypo box" contents should be checked on a daily basis to ensure it is complete and in date. It is the responsibility of the member of staff who uses any contents to replenish them after use.

N.B. Chosen preparation of IV glucose should also be included or kept nearby with appropriate giving set.

N.B. Appropriate portable sharps disposal equipment should also be kept nearby.

Appendix 9 – Requirements of Prisoners who are Neurodivergent

Some neurodivergent prisoners (such as those with autism, ADHD, or sensory processing differences) may experience heightened sensitivity to the taste, texture, smell, or appearance of food.

Prison Catering Managers should ensure that:

- All catering staff remain alert to signs of food-related distress or avoidance in prisoners;
- Where concerns are raised, the prisoner is referred to the Prison Healthcare Team for assessment and, where applicable, the Prison Neurodiversity Support Manager is notified;
- The option to provide a special diet is considered as soon as reasonably possible, to ensure that the prisoner's access to a healthy balanced diet is met without delay, given that formal assessments can be lengthy;
- Where clinical needs are identified, catering teams work with the Prison Healthcare Team and, where applicable, the Prison Neurodiversity Support Manager to explore reasonable adjustments. These should ensure equitable access to food and nutrition, using appropriate feasible and sustainable alternatives that meet nutritional standards whilst respecting sensory preferences. This may include:
 - Offering plain or unseasoned versions of standard meals;
 - Avoiding specific textures (e.g. mushy, crunchy) where requested;
 - Providing consistent meal options to support routine and predictability; and
 - Packaging meals in a way that prevents different foods from touching.
- All special dietary arrangements for neurodivergent prisoners are documented and reviewed regularly, in line with procedures for all special diets. Adjustments should be person-centred, with the prisoner actively involved in the decision-making process, and may consider input from key workers, wing staff, or others who work closely with the individual, as well as relatives or close friends, who may be able to provide valuable insight and whose inclusion should therefore be considered as part of this process.

Further information can be found at: [BDA Autism Food Fact Sheet](#)

Appendix 10 – Religious and Belief Based Diets

1.1 Advisory guidance will, at all times, be issued to all establishments by the centre. Prison Catering Managers can seek advice/information about religious diets from their respective establishment Faith Chaplain, Regional Catering Manager, Catering Services Team and/or the appropriate HMPPS Faith and Belief Adviser and from [PSI-05-2016 \(Faith and Pastoral Care for Prisoners\)](#). However, the dietary implications for different faith and belief groups are summarised below.

Bahá'í

1.2 No special food provision is necessary for prisoners registered as Bahá'í.

Buddhist

1.3 There is no prescribed diet as such, but many Buddhist prisoners will require a full vegetarian diet. Some may request a vegan diet and this should be allowed. Fasting is sometimes practised, and especially on the observance days some devotees will observe the Eight Precepts, one of which prohibits the consumption of any food between noon and the following dawn. Asian Buddhists may eat meat but will decline pig meat and pork/bacon products.

Christian

1.4 On two days each year, Ash Wednesday and Good Friday, many Christians (including those from the Roman Catholic and Anglican traditions) will wish to fast and/or abstain from eating meat. A vegetarian or fish dish will be required.

1.5 On Fridays in Lent (throughout the year for Roman Catholics and Anglicans), many Christians will also often fast and/or may abstain from meat so a vegetarian or fish dish will need to be offered on Fridays throughout the year.

1.6 Orthodox Christians observe additional practices:

- Orthodox Christians may not eat blood products (ie, black pudding).
- Orthodox Christians may not eat the flesh of an animal which has been ritually killed (ie halal or kosher);
- Some African Orthodox Christians (e.g. Ethiopian Orthodox) abstain from pork products, but this is more a cultural restriction than a religious one and is not a position which is held by the majority of Orthodox Christians, although it should be respected.
- Orthodox Christians are not obliged to eat any particular food products;
- Animals do not need to be slaughtered in a particular manner in order to be acceptable for consumption.

1.7 Orthodox Christians may practice a fasting discipline throughout the year. The fasting rules of the Orthodox Church are complex and depends on the season of the Church year and the particular cultural rules which the prisoner has grown up with. Prison Catering Managers should consult an Orthodox Christian Chaplain, where available. However, in outline, the Orthodox Christian concept of fasting can be summarised as follows:

- Orthodox Christians will usually observe four specific fasts each year:
 - Lent (40 days, plus the week before Pascha, or Easter);
 - Nativity (40 days before Christmas);
 - the Dormition fast (1st – 14th August); and
 - the Apostles fast (2nd Monday after Pentecost until 29th June).
- Outside of these periods, Wednesdays and Fridays are generally considered to be fasting days.
- Orthodox fasting generally means the restriction, rather than absence, of food: namely, meat, dairy, fish, alcohol, and oil, although on some fast days fish is permitted. A vegan meal is always acceptable.

Christian Scientist

1.8 No special food provision is necessary for prisoners registered as Christian Scientist.

Church of Jesus Christ of Latter-day Saints

1.9 No dietary restriction, save for provision of beverages. Members do not drink any form of normal tea or coffee, both of which are forbidden. The Church does not specify particular substitute hot drinks for its members. However, one or more of the following beverages should be provided to members as an acceptable substitute: Barley Cup / Caro or Cocoa or drinking chocolate / herbal teas / Horlicks or Ovaltine.

1.10 Members of the Church of Jesus Christ of Latter-day Saints traditionally undertake a 24-hour fast on one day per month. This normally begins on the first Saturday of the month and is completed on the first Sunday. Members should be given access to sufficient and appropriate food and beverages upon completion of the fast.

Hindu (Strict)

1.11 A strict Hindu diet is vegetarian based without fish and egg. Cheese, dairy products, garlic and onion may also be included, provided that there is the option to refuse these items. Beef, pork and any by-products derived from beef and pork are unacceptable to Hindus.

1.12 Hindus fast, particularly during festivals. Prison Catering Managers should seek further guidance from either the Hindu Chaplain or the Hindu Faith and Belief Adviser on the best way to manage a Hindu prisoner's diet.

1.13 No special cooking facilities or arrangements are necessary to provide the necessary variations in the dietary requirements.

Humanist / Non-Religious

1.14 No special food provision is necessary for prisoners registered as Humanist / Non-Religious.

Jain

- 1.15 A Jain diet is vegetarian, with additional restrictions. As well as excluding all meat, poultry, fish and eggs, a strict Jain diet also excludes root vegetables, such as potatoes, onions, garlic, carrots, radish, beetroot, turnips and parsnips, and fungi, such as mushrooms. The traditional Jain diet does allow milk and milk products, but some Jains may wish to exclude those food products also.
- 1.16 A person observing a strict Jain lifestyle and diet might be nutritionally deficient, due to their dietary restrictions, and so a vegan multivitamin should be provided.
- 1.17 Jains fast, particularly during festivals. Due to the medical implications, the Prison Healthcare Team and Prison Catering Manager should seek further guidance from the Jain Faith and Belief Adviser on the best way to manage an individual's diet.
- 1.18 A strict Jain diet also requires that, where possible, separate cooking utensils, storage, and washing-up facilities are used in the preparation, cooking, and storage of meals, in order to avoid cross-contamination with prohibited foods.

Jehovah's Witness

- 1.19 No special food provision is necessary for prisoners registered as a Jehovah's Witness.

Jew

- 1.20 Food eaten by Orthodox Jews is determined by strict adherence to the Jewish dietary laws. Jewish prisoners are entitled to Kedassia supervised kosher meals. These will consist of either two hot meals per day or one hot meal and one Kedassia kosher sandwich/baguette. Some Jewish prisoners may prefer to have vegetarian food cooked in the prison kitchen, instead of food from a kosher supplier. This will always be a matter of personal choice exercised by the prisoner. A prisoner who is able to demonstrate that they are going through the formal process of converting to Judaism (i.e. with the Orthodox or non-Orthodox Jewish Rabbinical authorities) should also be able to have Kedassia supervised kosher food.
- 1.21 Strictly Orthodox and Ultra-Orthodox Jewish prisoners will have additional needs and requirements. These may include Kosher breakfast, milk, bread, grape juice and bread rolls (challos) for the sanctification of the Sabbath and festivals, plus biscuits, confectionery etc if not available from the prison canteen. Their specific requirements may vary, depending on their traditions and cultural backgrounds, and a strictly orthodox Jewish Chaplain will be able to clarify individual needs. These items can be provided by the strictly Orthodox Rabbis without cost to the prison; if the prison decides to purchase them the items should be sourced through a supplier of Kedassia supervised kosher food. The Jewish Faith and Belief Adviser can advise further as necessary.
- 1.22 Jewish prisoners who wish to observe the fast on the Day of Atonement should be given, on request, a Kedassia supervised kosher meal no later than 18:00 hours on the eve of the fast and a further Kedassia supervised kosher meal after the fast (at nightfall on the following day). Some part of breakfast and dinner so saved may go towards substantial supper meals. Strictly Orthodox Jews will wish to observe other fast days in the Jewish calendar and the Jewish Chaplain will be able to give further information and advice. Where no Strictly Orthodox Chaplain is assigned to an establishment, the Jewish Faith and Belief Adviser, should be contacted for details of Rabbis endorsed to visit Orthodox prisoners.

1.23 Jewish prisoners who wish to celebrate the festival of Passover should be given, on request, two Kedassia supervised kosher meals per day throughout the festival. Jewish prisoners should also be supplied with supplementary foods and items for the Seder ceremony by arrangement with the Jewish Chaplain. A list of foods (identified as kosher, where relevant) which should be supplied to Jewish prisoners during Passover has been agreed with the Jewish Visitation Committee. This comprises:

Product	Quantity
Matzos	Five cartons
Soft margarine	500 grams
Soup in a cup	Eight
Cheese portions	300 grams
Jam	Large jar (250 grams)
Fresh fruit	Two
Tea, coffee	
Eggs, fresh fruit and salad	should be provided daily by the prison kitchen
Items for the Seder ceremony	as advised by the Jewish Chaplain

Muslim

1.24 Muslim prisoners should be provided with a halal diet. "Halal" means permitted according to Islamic law. The halal diet can be:

- an ordinary diet utilising halal meat and poultry products in place of haram (forbidden) products;
- a vegetarian diet;
- a vegan diet;
- a seafood diet, e.g. fish, prawn and seafood products.

1.25 Establishment menus should include, as a minimum, a main meal daily choice suitable for Muslims. The choice should be indicated as such. Where the halal meat, poultry or seafood option is declined, a vegetarian or vegan choice should be offered.

- The diet should not consist or contain anything which is considered to be unlawful (haram) according to Islamic law, such as non-halal meat and their by-products, e.g. gelatine, certain E numbers etc;
- The halal diet should be free from any product or by-product derived from pigs, e.g. pork, bacon, ham. It should also be free from all alcohol, wines and spirits;
- For the halal diet, vegetable-based oils/fats/margarines should be used for frying and other cooking processes. This oil should not be used for any non-halal cooking before halal cooking. They should also be filtered separately.

1.26 All halal meat and poultry should be purchased from the agreed national contracts.

- 1.27 Halal products should be clearly labelled and delivered separately from non-halal, and sited separately on chilled vehicles. Halal products should be off-loaded first and decanted onto a trolley designated halal, by persons free from haram products. Clean, disposable gloves should be used.
- 1.28 Halal products should be stored in separate conditions where facilities permit. If this is not possible then products may be stored within the same facility in an isolated designated area on a higher, separate shelf clearly labelled for halal products. Designated containers should be used.
- 1.29 There should be no cross handling of halal and non-halal items. Separate preparation of halal meat is a key requirement as is using separate cutting board and knives designated and marked as such for use with halal products only. It is essential that separate pots, pans and utensils, designated for use with halal products only, are used and marked as such.
- 1.30 It is desirable that when space is available, taken together with prisoner numbers, separate storage, preparation, processing and food service provision is made. A suitable diet stove may be set aside for the preparation of halal dishes.
- 1.31 When using hot cupboards and hot trolleys halal dishes should be placed in a separate compartment wherever possible, and in any event should be covered and marked as being halal at all times. Separate utensils are to be used in the decanting and serving process and utensils should be cleaned in running water or dishwasher units and not just dipped in static water. It is best practice to have Muslim prisoners involved in the cooking and serving of halal dishes. However, Muslim prisoners should not be required to work with any products or by-products derived from pigs during the preparation stages.
- 1.32 In instances where establishments are unable to comply with these requirements, it may be necessary to purchase oven ready, prepared, frozen or chilled halal meals. These are available nationally from contracted food suppliers. Regeneration should be carried out according to the manufacturer's instructions and followed according to the meal type.
- 1.33 It is not acceptable to exclusively procure and issue halal meat and halal poultry products. When a halal meat or poultry menu choice is offered, an alternative meat or poultry choice which is not halal should be provided at the same meal. The halal choice should be clearly identified on the published menu.

Pagans

- 1.34 Many Pagans will require a vegetarian diet. Some may request a vegan diet.

Quakerism

- 1.35 There are no religious restrictions on what Quakers can eat. Some Quakers may adopt a vegetarian or vegan diet.

Rastafarian

1.36 Many Rastafarians are vegans and will not eat any type of animal products and will therefore need to be provided with nutritional supplements. Other Rastafarians are vegetarians and include dairy products and fish within their diet. Rastafarians may even eat chicken or meat, but no Rastafarians will eat pork (swine).

1.37 Some Rastafarians only eat raw food, in order to avoid salt, sugar, preservatives and processed food. On request, Rastafarian prisoners should be offered a diet of raw food, subject to:

- the raw food that is provided being safe to consume; and
- the raw food that is provided being of sufficient variety and including fruit, nuts, and soya or almond milk.

Where the raw food that is provided is consistent with a vegan diet then nutritional supplements will need to be provided also.

1.38 Most Rastafarians avoid tea and coffee. Alternatives should be provided e.g. natural teas with fruit and natural ingredients like mint tea or lemon and ginger.

1.39 Some Rastafarians fast on a regular basis to elevate their spiritual nature and enhance consciousness.

Seventh Day Adventist

1.40 An ovo-lacto (egg-milk) vegetarian diet is suggested as ideal for health, but 'clean' meats from animals that have a split hoof and chew the cud (e.g. beef and lamb) may be eaten according to individual decision. 'Unclean' meats (e.g. pork, shellfish, etc. as outlined in Leviticus Chapter 11) and foods containing 'unclean' meats are not allowed.

Sikh

1.41 Beef, pork and their products (except dairy milk) are unacceptable to many Sikhs. 'Halal' or 'kosher' meat is forbidden to all Sikhs. Sikhism teaches that the eating of meat more generally is a matter of individual conscience, and this should be respected. Some Sikhs will accept an ordinary diet with the above provision in mind; others may require a vegetarian or vegan diet.

1.42 Many Sikhs are lacto vegetarians. Those who do eat meat are religiously forbidden to consume halal or kosher meat. A non-halal meat option (chicken or lamb) must be provided, as some Sikhs will not eat beef or pork due to cultural influences.

Vegetarianism and Veganism

1.43 Prison Catering Managers should be aware of the following:

- Vegetarianism is the practice of abstaining from eating meat or fish or sometimes other animal products.
- Dietary veganism is the practice of abstaining from eating all food products which come from animals, including dairy products and eggs.
- Ethical veganism is a philosophical belief and way of living (including dietary practices) which seeks to exclude, as far as is possible and practicable, all forms of consumption and use of animals for food, clothing, or any other purpose.
- Vegans are entitled to protection under Article 9 of the European Convention on Human Rights (Convention): “the right to freedom of thought, conscience and religion”, which is incorporated in the UK Human Rights Act 1998 (HRA). Prison policies, practices and staff should therefore not unlawfully interfere with a vegan prisoner’s practice by act or omission, and prison authorities should take all reasonable steps to ensure that the needs of vegan prisoners are met.
- Ethical veganism is a protected characteristic for the purposes of the Equality Act 2010, so Prison Catering Managers to consider the needs of ethical vegans in working to:
 - Eliminate unlawful discrimination, harassment and victimisation;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not; and
 - Foster good relations between people who share a protected characteristic and those who do not.

1.44 Vegan and vegetarian diets are based on fruits, vegetables, nuts, grains, seeds, beans and pulses. The vegan diet omits all products of animal origin, including eggs, dairy products, honey, and derivatives such as gelatine, whey powder, and stock made from animal fat. Vegetarian diets may include eggs, dairy products and honey. Vegetarian diets do not include meat or poultry, fish or seafood, insects, or any foods or drinks which are made with any of such components or their derivatives (e.g. whey powder, lactose and gelatine). Providing menu options which are based on beans or pulses as a main source of protein can help to avoid over-reliance on the provision of cheese-based dishes for vegetarians.

1.45 A nutritionally-balanced sample vegan menu cycle, approved by the Vegan Society, is available. Further advice and guidance on meeting nutrient requirements within a vegan diet, is set out in [Appendix 3 – The Vegan Eatwell Guide](#), and on webpage of the Vegan Society: [Meeting Vegan Needs in Prison](#).

1.46 Nutritional supplements will be required for those following a vegan diet. Particular consideration should be given to ensuring sufficient provision of omega-3 fats, vitamin B12, vitamin D, iron, calcium, selenium and iodine. The provision of a vitamin and mineral supplement providing vitamin B12, vitamin D, iodine and selenium and the use of calcium-fortified plant-based drinks, such as soya drinks, will be necessary. The use of rapeseed oil in preparing vegan food is recommended, as it contains essential omega-3 and omega-6 fats.

Appendix 11 – Typical Menu Descriptions

Typical Menu Descriptions

1. Jerked Chicken	Chicken leg, marinated in Caribbean spices, lightly roasted and finished with yoghurt (♥).
2. Lamb with Turmeric Rice	Sautéed minced lamb with fennel, cumin and served on a bed of savoury yellow rice (h).
3. Creamy Vegetable Pie	Selection of vegetables in a creamy sauce encased in puff pastry (v).
4. Bean Goulash	A selection of beans (butter, haricot, kidney, black-eye) poached in a tomato and paprika sauce (vg) (♥).

1. Special Chicken Fried Rice	Pieces of chicken meat marinated in Chinese five spices, stir-fried with vegetables and boiled rice (♥).
2. Cottage Pie	Minced beef and vegetables topped with mashed potato baked in the oven.
3. Ocean Surprise	Tuna flakes and sweetcorn in a light mustard sauce, topped with creamed potato and cheese (h).
4. Vegetable Chilli	A selection of vegetables and red kidney beans in a spicy chilli sauce (vg) (♥).

1. Chicken Tandoori	Oven baked spicy chicken portion served with basmati rice (h) (♥).
2. Grilled Gammon & Pineapple	Gammon steak grilled with a ring of pineapple (♥).
3. Vegetable Lasagne	Mixed vegetables and soya protein blended together with a rich tomato sauce in layers of pasta topped with a cream sauce and grated cheese (v).
4. Vegan Sausages and Onions	Vegan sausages topped with fried onions (vg).

1. Lamb Chilli Pie	Minced lamb with mushrooms, onions and baked beans in chilli sauce topped with cheese and creamed potato (h).
2. Chicken Stir Fry	Strips of chicken shallow-fried with a selection of vegetables and spices (♥).
3. Leek & Pepper Flan	Leeks and mixed peppers with eggs and milk in a pastry base, baked in the oven (♥) (v).
4. Mushroom & Squash Risotto	Rice cooked with fresh mushrooms and butternut squash (vg) (♥).

Key: v = vegetarian, vg = vegan, h = halal, ♥ =

Appendix 12 – Multi-Choice Weekly Menu

Multi-Choice Weekly Menu

Weekly Menu for Week Ending:

LUNCH SUNDAY	
CHOICE 1	
CHOICE 2	
CHOICE 3	
CHOICE 4	
CHOICE 5	
CHOICE 6	

EVENING SUNDAY	
CHOICE 1	
CHOICE 2	
CHOICE 3	
CHOICE 4	
CHOICE 5	
CHOICE 6	

LUNCH MONDAY	
CHOICE 1	
CHOICE 2	
CHOICE 3	
CHOICE 4	
CHOICE 5	
CHOICE 6	

EVENING MONDAY	
CHOICE 1	
CHOICE 2	
CHOICE 3	
CHOICE 4	
CHOICE 5	
CHOICE 6	

Appendix 13 – Pre-Select Menu: Prisoners’ Choice Slip

Pre-Select Menu: Prisoners’ Choice Slip

NAME:				LOCATION:		
CHOICE	1	2	3	4	5	6
SUN						
MON						
TUES						
WED						
THURS						
FRI						
SAT						
Return to wing office by 08.30 am. If you do not make a selection, you will be allocated choice 1.						

NAME:				LOCATION:		
CHOICE	1	2	3	4	5	6
SUN						
MON						
TUES						
WED						
THURS						
FRI						
SAT						
Return to wing office by 08.30 am. If you do not make a selection, you will be allocated choice 1.						

NAME:				LOCATION:		
CHOICE	1	2	3	4	5	6
SUN						
MON						
TUES						
WED						
THURS						
FRI						
SAT						
Return to wing office by 08.30 am. If you do not make a selection, you will be allocated choice 1.						

Appendix 14 – Wing Requirements Record

Wing Requirements Record

Meal Choices for Lunch / Evening.....Day / /

LOCATION.....

CELL	NAME	SUN	MON	TUE	WED	THU	FRI	SAT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Appendix 15 – Wing Totals Order Form

Wing Totals Order Form

TOTAL NUMBERS REQUIRED:	1	2	3	4	5	6
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

Appendix 16 – Trolley Confirmation Slip

Trolley Confirmation Slip

Choice	Wing	Menu Item	Numbers
1			
2			
3			
4			
5			
6			
Medical: 1			
2			
Potatoes			
Rice			
Vegetables			
Bread Loaves			
Butter Portions			
Sweet			
Fruit			
Milk Pudding			
Tea Packs			
Other			
Checked Correct (Wing Officer):			
Signed Away Correct (Caterer):			

Appendix 17 – Establishment Food Comments Record

Establishment Food Comments Record

Date:	Time:
Received By (Catering/Store Personnel):	
Name:	
Location:	
Telephone:	
Staff Name:	
Subject:	
Nature of Comment:	
Product Brought In: YES / NO	Made on Site: YES / NO
Supplier:	Ingredients:
Manufacturer:	
Attach copies of all records relating to product or ingredients (delivery note, temperature records, coding checks, production times etc).	
ACTION REQUIRED:	
Copy Sent to Local RPU: YES / NO	
ACTION COMPLETED:	
Signed: (Catering Manager)	Date:

Appendix 18 – Sample Survey

Sample Survey

You are invited to help in a survey, which is being carried out in order to look at the food provided by HMP/YOI We are very interested in knowing what you think. Providing us with the following information about your likes and dislikes could result in changes being made to the menu.

1. What age group are you? (**Please circle your answer**)

21-25 26-30 31-35 36-40 41-45 over 45

2. How would you describe yourself / your ethnic origin? (**Please tick your answer**)

<u>ASIAN</u>	<u>BLACK</u>	<u>WHITE</u>
<input type="checkbox"/> Indian origin	<input type="checkbox"/> African origin	<input type="checkbox"/> English origin
<input type="checkbox"/> Pakistani origin	<input type="checkbox"/> Caribbean origin	<input type="checkbox"/> Irish origin
<input type="checkbox"/> Pakistani origin	<input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Scottish origin
<input type="checkbox"/> Chinese origin		<input type="checkbox"/> Welsh origin
<input type="checkbox"/> East African origin		<input type="checkbox"/> Other (please describe)
<input type="checkbox"/> Other (please describe)		

<input type="checkbox"/> Mixed Race (please describe)	Other (please describe)
--	----------------------------------

3. What diet, if any, do you follow? (**please circle your answers**)

Medical diet?	Yes	No
Vegetarian diet?	Yes	No
Vegan diet?	Yes	No
Religious diet? <i>If yes which one?</i>	Yes	No
Muslim Sikh Jewish Buddhist Hindu Other (specify)		

4. How many times per week do you take these meals? (**Please circle your answer**)

Breakfast	Lunch	Dinner
0 1 2 3 4 5 6 7	0 1 2 3 4 5 6 7	0 1 2 3 4 5 6 7

Appendix 19 – Food Quality Assessment

Food Quality Assessment

Is a full menu displayed including meal specifications?

Are menu items described correctly?

Are ethnic needs met?

Are vegetarian/vegan needs met?

Are medical needs met?

Is the menu the standard menu of the day?

If any menu changes have been made, are they appropriate?

COMMENTS:.....

.....

SCORING TABLE FOR FOOD QUALITY AND TEMPERATURE

Hot Scoring

Cold Scoring

Menu Selection

0°C >	62°C =	-5	at	8°C =	+1	Main Meal	+1 - 10
at	63°C =	+1	8°C <	7°C =	+1	Vegetables	+1 - 10
63°C >	70°C =	+2	6°C <	5°C =	+2	Potatoes	+1 - 10
70°C >	75°C =	+3	5°C <	2°C =	+4	Sweet	+1 - 10
75°C >	82°C =	+4				Others	+1 - 10

MENU ITEM	1	2	3	4	5	6	7	8	TOTAL
Colour									
Taste									
Temperature									
Texture									
Appearance									
Actual Score									
Max. Score Available									

SCORE: 35 > 44 : EXCELLENT 30 > 34 : GOOD
 22 > 29 : ADEQUATE -1 > 21 : POOR

After completion of product scoring, identify (using a ✓) whether the food is:	
ACCEPTABLE	NOT ACCEPTABLE

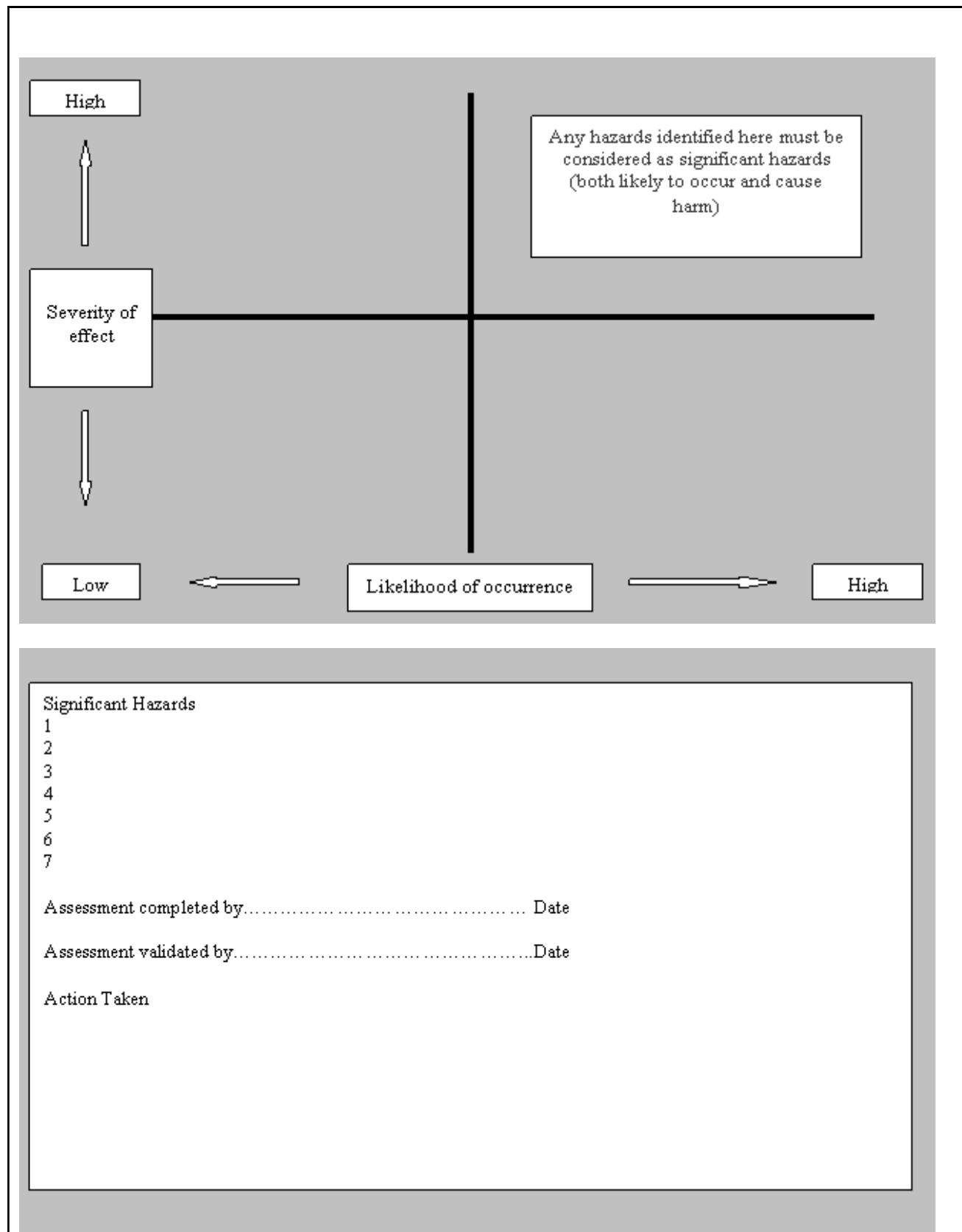
Appendix 20 – Food Safety Policy Notice

Food Safety Policy

The catering department at HMP/YOI..... and all those responsible for food provision have a duty to comply with all food safety legislation and adopt good practice. This includes:

- formulating and maintaining the establishment's own local Food Safety Management System (FSMS) based on the principles of HACCP.
- a commitment to produce and serve safe food for prisoners, staff and visitors.
- implementing effective control measures to ensure hazards to food safety are identified and monitored.
- ensuring all food handlers/supervisors are competent in food safety according to their need and that all training is documented.
- the provision of cleaning schedules and records of cleaning for all food areas including food service points.
- high levels of hygiene for all food preparation areas, food service areas, equipment, facilities and personnel.
- monitoring and recording all temperature control points during delivery, storage, preparation, cooking, cooling, reheating, holding, distribution and service.
- procedures for dealing with the following: health screening and reporting of prisoner and staff illness, visitors, contractors, enforcement officers, food poisoning incidents, complaints and waste management.
- effective quality control systems including stock rotation, foreign body control, self audits and correct food labelling.

Appendix 21 – Hazard Assessment Matrix



Appendix 22 – Examples of HACCP Risk Assessment

Examples of Risk Assessment

Control Point 1 (Supplier Appraisal)

Process:	Central Contract Commodities	Non Contract
Hazard:	Micro-organism, chemical and foreign body contamination.	Micro-organism, chemical and foreign body contamination.
Control Measures:	Purchase from approved suppliers against HMP specification. Check goods on receipt.	Purchase from approved suppliers against local specification. Check goods on receipt.
Monitoring:	Evaluation by procurement and food specialist (then at least annually).	Evaluation by procurement and food specialist then at least annually by Catering Manager.
Recording:	Supplier appraisal record.	Supplier appraisal record.
Action Required / Responsibility:	Procurement (RPU/NPU).	Catering Manager and Stores Clerk.

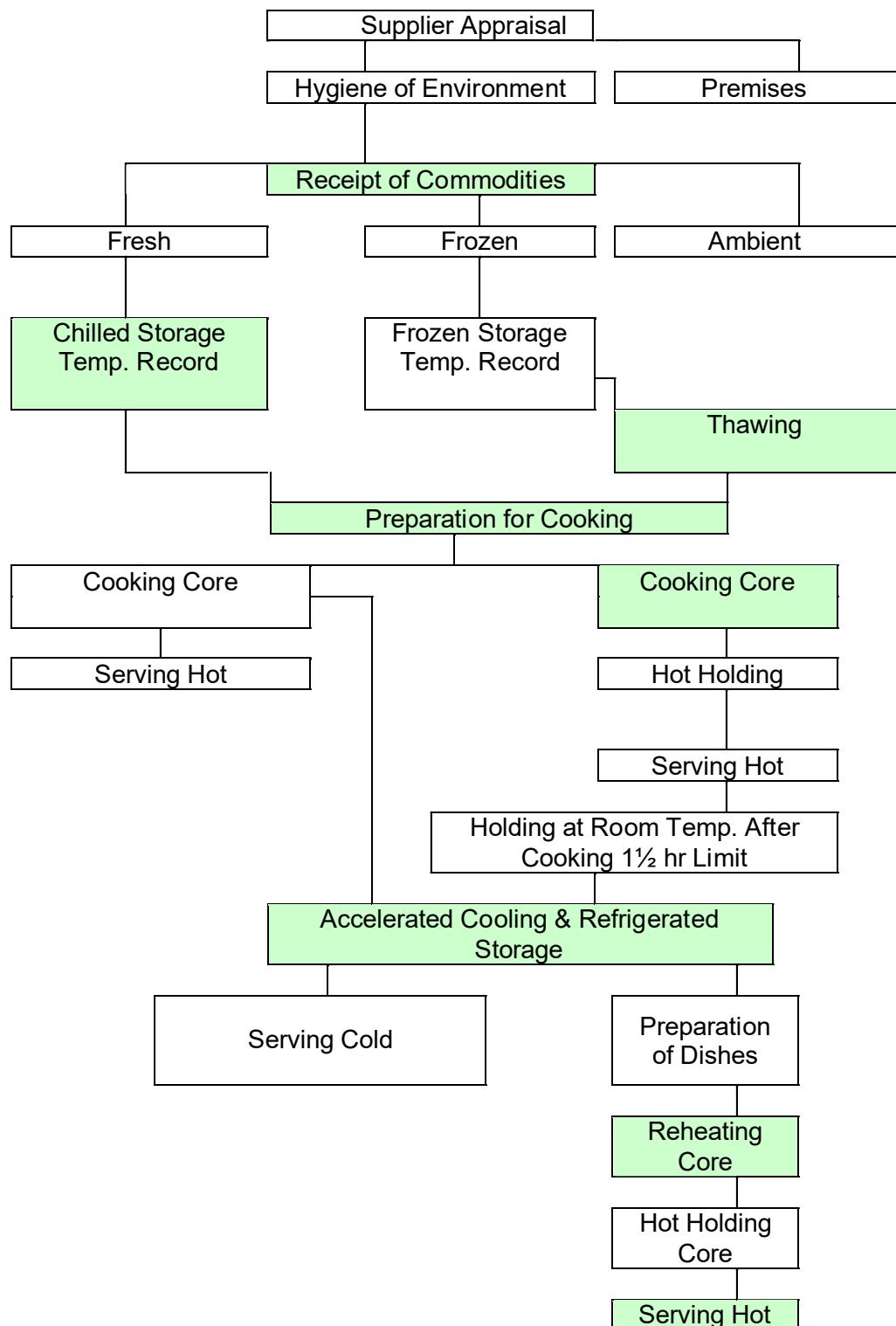
Control Point 2

Process:	Hygiene of Environment	
Hazard:	Micro-organism, chemical and foreign body contamination.	
Control Measures:	Adequate staff training. Effective cleaning schedules.	
Monitoring:	Regular visual and physical checks by staff.	
Recording:	Hygiene Managers inspection. Operational reports.	
Action Required / Responsibility:	Catering Manager	

Control Point 3

Process:	Premises	
Hazard:	Chemical and foreign body contamination.	
Control Measures:	Implement effective, planned maintenance programme.	
Monitoring:	Daily by catering staff.	
Recording:	Hygiene Managers inspection. Small repairs programme.	
Action Required / Responsibility:	Catering and Works Services staff.	

Appendix 23 – Food Flowchart



Appendix 24 – Daily Food Kitchen Journal (HACCP)

HMPPS DAILY KITCHEN FOOD SAFETY JOURNAL										
Date:	26/07/2025	Prison Roll:	1893	HACCP CRITICAL LIMITS						
STAFF ON DUTY:										
Name:	Time In:	Time Out:								
Joe Bloggs	07:00	16:00	DELIVERY	5°C (Max 8°C)	FROZEN	CHILLED	DRY	AMB/ 15°C		
			STORAGE	5°C	-18°C / -22°C	5°C	82°C	82°C		
			DEFROST		DEFROST TO					
			PREPARATION	10°C	5°C	COOL/ 15°C				
			COOKING	82°C	82°C	82°C				
			COOLING	<5°C (1.5HRS)	<5°C (1.5HRS)	<5°C (1.5HRS)				
			REHEATING	82°C	82°C	82°C				
			SERVICE HOT	63°C	63°C	63°C				
			SERVICE COLD	5°C (Max 7°C)	5°C (Max 7°C)	5°C (Max 7°C)				
			SERVICE COLD	LESS THAN 4 HOURS						
WHERE ANY OF THE ABOVE CRITICAL LIMITS ARE BREACHED CORRECTIVE ACTIONS SHOULD BE CARRIED OUT IN LINE WITH LOCAL FOOD SAFETY MANAGEMENT POLICY										
PRISONER ROLL: Signature:										
08:00	24	Joe Bloggs								
11:00										
14:00										
16:00										
TOOL CHECKS: Signature:										
08:00	✓	Joe Bloggs								
11:00										
14:00										
16:00										
CLEANING CHECKS: Signature:										
08:00	✓	Joe Bloggs								
11:00										
14:00										
16:00										
HANDWASH CHECKS: Signature:										
08:00	✓	Joe Bloggs								
11:00										
14:00										
16:00										
STAFF SICKNESS LOG										
NAME	DATE	LOG OPENED:	ADVISED 48HRS	MANAGER SIGN:						
Joe Bloggs	26/05/2025	YES	Joe Springer							
COLD STORE AND FREEZER TEMPERATURE LOG										
	08:00	12:30	17:00							
RAW MEAT FREEZER	-22°C	-24°C	-21°C							
RAW MEAT COLD STORE										
COOKED MEAT FREEZER										
COOKED MEAT COLD STORE										
HALAL FREEZER										
HALAL COLD STORE										
DAIRY COLD STORE										
PREPARATION COLD STORE										
VEGETABLE FREEZER										
UPRIGHT1										
UPRIGHT2										
UPRIGHT3										
WEEKLY COSTED STOCK CHECK										
MAIN STORES	Joe Bloggs			£15,670						
DAIRY										
RAW MEAT										
COOKED MEAT										
BREAD & SUNDRIES										
NON FOOD & CONSUMABLES										
CLEANING EQUIPMENT										
TOTAL:				£						
EQUIPMENT SMALL REPAIR LOG										
EQUIPMENT:	FAULT:	PLANET ROLLING:			SIGN:					
BRAIT PAN 4	HANDLE SNAPPED OFF	198456			Joe Bloggs					
FOOD HANDLER ACCIDENT RECORD										
NAME	NATURE OF ACCIDENT:		ENTERED IN ACCIDENT BOOK:		NAME & SIGN:					
Joe Bloggs	CUT RIGHT THUMB		YES		Joe Bloggs - Joe Bloggs					
NEW MEDICAL DIETS										
NAME	PRISON NUMBER:	LOCATION:	DIET TYPE:							
DANIEL JONES	A3456HD	B-03-13	GLUTEN FREE							

HMPPS DAILY KITCHEN FOOD SAFETY JOURNAL

DAILY FOOD QUALITY CHECK	
ITEM OF FOOD TASTED FROM THE MENU:	
TOAD IN THE HOLE, MASH POTATO & GRAVY	
COMMENTS ON FOOD QUALITY:	
NICE FLAVOUR AND TEXTURE - LARGE PORTION SIZE WITH LOTS OF GRAVY & MASH	
NAME:	Mark Turner
	SIGN:
	Mark Turner

VISITOR COMMENTS - IMBetc	
COMMENTS & FOOD TASTING	
MARIE GREEN - IMB CHAIR - BEEF PIE & VEGETABLES (LOVELY DISH, GREAT PASTRY AND PLENTY OF MEAT IN THERE!)	
WEEKLY CHAPLAINCY CHECK	
COMMENTS & FOOD TASTING:	
COMPLETED A TOUR AROUND THE KITCHEN WITH THE CATERING MANAGER. INSPECTED ALL HALAL FOOD STORAGE AREAS, EQUIPMENT AND FOOD TROLLEYS. NO ISSUES HIGHLIGHTED DURING THE VISIT. HALAL FOOD BEING STORED, COOKED AND SERVED IN LINE WITH EXPECTED STANDARDS.	
NAME:	SIGN:
MOHAMMED IQBAL	MOHAMMED IQBAL

CATERING MANAGEMENT VISUAL PEST CONTROL CHECK		
AM	COMMENTS: RODENT ACTIVITY (RAT/DOBBINGS) OBSERVED AROUND EXTERNAL FOOD WASTE STORAGE AREAS. FACILITIES PROVIDER INFORMED AND PEST CONTRACTOR REQUEST ENTERED INTO PLANETFM	NAME & SIGN: JOE BLOGGS JOE BLOGGS
LUNCH	COMMENTS:	NAME & SIGN:
PM	COMMENTS:	NAME & SIGN:

FOOD SAFETY MANAGEMENT SYSTEM DIARY				
ISSUE	ACTION REQUIRED:	BY WHOM:	COMPLETED:	COMMENTS:
BLAST CHILLER 2 IS FAULTY	FACILITATES PROVIDER- CONTRACTOR CALL OUT REQUIRED	FACILITES PROVIDER		URGENT REQUEST- FSMS REVIEW REQUIRED AS A RESULT

Appendix 25 – Illness Incident Record

Illness Incident Record

Date:	Time:		
Received By:			
Location:			
Telephone:			
NB: For group incidents, list other involved on separate sheet			
Date and time of food consumption:			
Where was food consumed:			
Details of food consumed (include all food and drink as part of meal):			
NB: Attach copies of all records relating to meal or ingredients			
Details of alleged illness:			
Symptoms	Date of Onset	Time of Onset	Duration
Nausea			
Vomiting			
Diarrhoea			
Abdominal Pain			
Other Symptoms (give details):			
Healthcare Informed: YES / NO			

Appendix 26 – Hygiene of Environment Inspection Form

Hygiene of Environment Inspection Form

1. Receipt of Commodities	✓ x
Goods Inwards Sheets	
Storage (Chilled)	
Storage (Ambient)	
Stock Rotation	
Returns	
2. Temperature Control	✓ x
Temperatures Taken	
Records Being Kept	
Digital Probes Working	
Prime Cooking Equipment	
3. Cross Contamination	✓ x
Storage	
Preparation	
Service and Display	
4. Kitchen Fabric	✓ x
Walls	
Floors	
Ceilings	
Doors and Windows	
Lighting	
Ventilation	
Drainage	
COSHH Records Kept	
Staff Training Records	
All 'x' require action	

5. Cleaning	✓ x
Schedules/Records	
Chemicals	
Cleaning Equipment	
Surfaces	
Equipment	
Structure	
Wash Up	
6. Personal Hygiene	✓ x
Cleanliness	
Clean Clothing	
Habits	
First Aid Kit	
Wash Hand Basins	
Staff Facilities	
7. Pest Control	✓ x
Signs of Infestation	
Control Measures	
8. Waste Disposal	✓ x
Internal	
External	
9. Serveries	✓ x
Cleanliness	
Serving Staff	
Visitors WC	
All 'x' require action	

Inspection Completed By:	
Date:	

Appendix 27 – Induction Programme for Food Handlers

Induction Programme for Food Handlers

1. INDUCTION FORM
2. COMMON REASONS FOR FOOD POISONING
3. PERSONAL HYGIENE
4. FOOD HYGIENE
5. A SAFE WORKING ENVIRONMENT
6. PERSONAL CLOTHING
7. 'CLEAN AS YOU GO' POLICY
8. FUTURE TRAINING REQUIREMENTS
9. WORK COMPACT & JOB DESCRIPTION

Appendix 28 – Hygiene, Health & Safety Training Record

Hygiene, Health & Safety Training Record

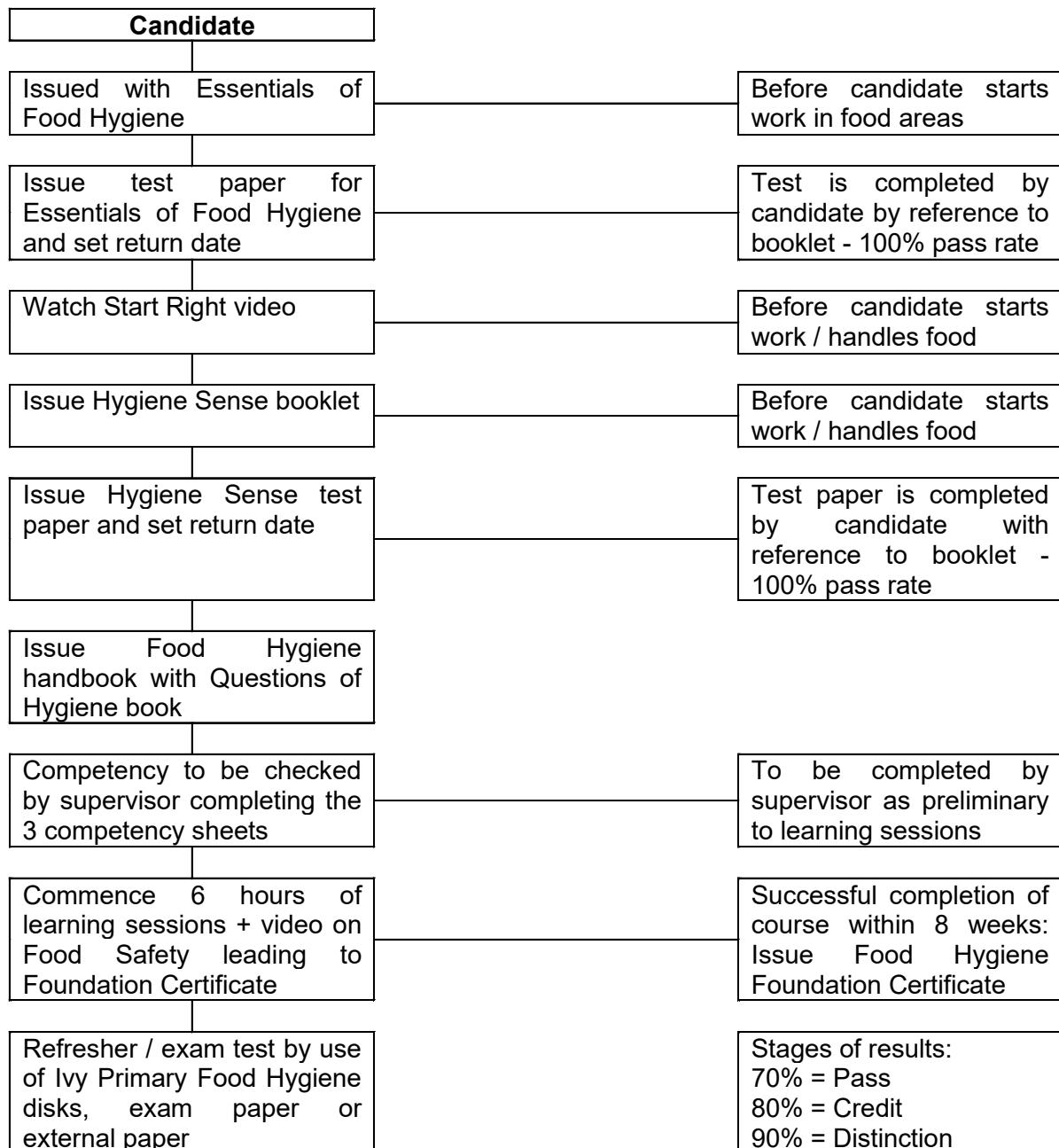
Name:

Location:

Induction/ Level 1	Basic Food Hygiene	Intermediate Food Hygiene	Advanced Food Hygiene	Health & Safety	Staff Equipment Cleaning	Cleaning Techniques	Job Description

Appendix 29 – Food Hygiene Education Flowchart

Food Hygiene Education Flowchart



Appendix 30 – Staff / Visitors' Food Safety Health Questionnaire

Staff/Visitors' Food Safety Health Questionnaire

Name:

Address:

.....

Occupation:

Department:

1.	Have you suffered from sickness, diarrhoea or any stomach disorders within the last 7 days?	YES/NO
2.	Have you suffered from any 'flu-like' symptoms during the last 48 hour period?	YES/NO
3.	Have you recently been in contact with anyone suffering from any of the following: cholera, dysentery, gastro-enteritis, typhoid paratyphoid, or salmonella infection?	YES/NO
4.	Are you suffering from any infectious conditions of the skin, nose, throat, eyes or ears?	YES/NO
5.	Have you been abroad within the last 3 months? If yes, please state where:	YES/NO
6.	Have you suffered from any of the above conditions during or since your return from leave?	YES/NO

I agree that the above-mentioned statement is true to the best of my knowledge.

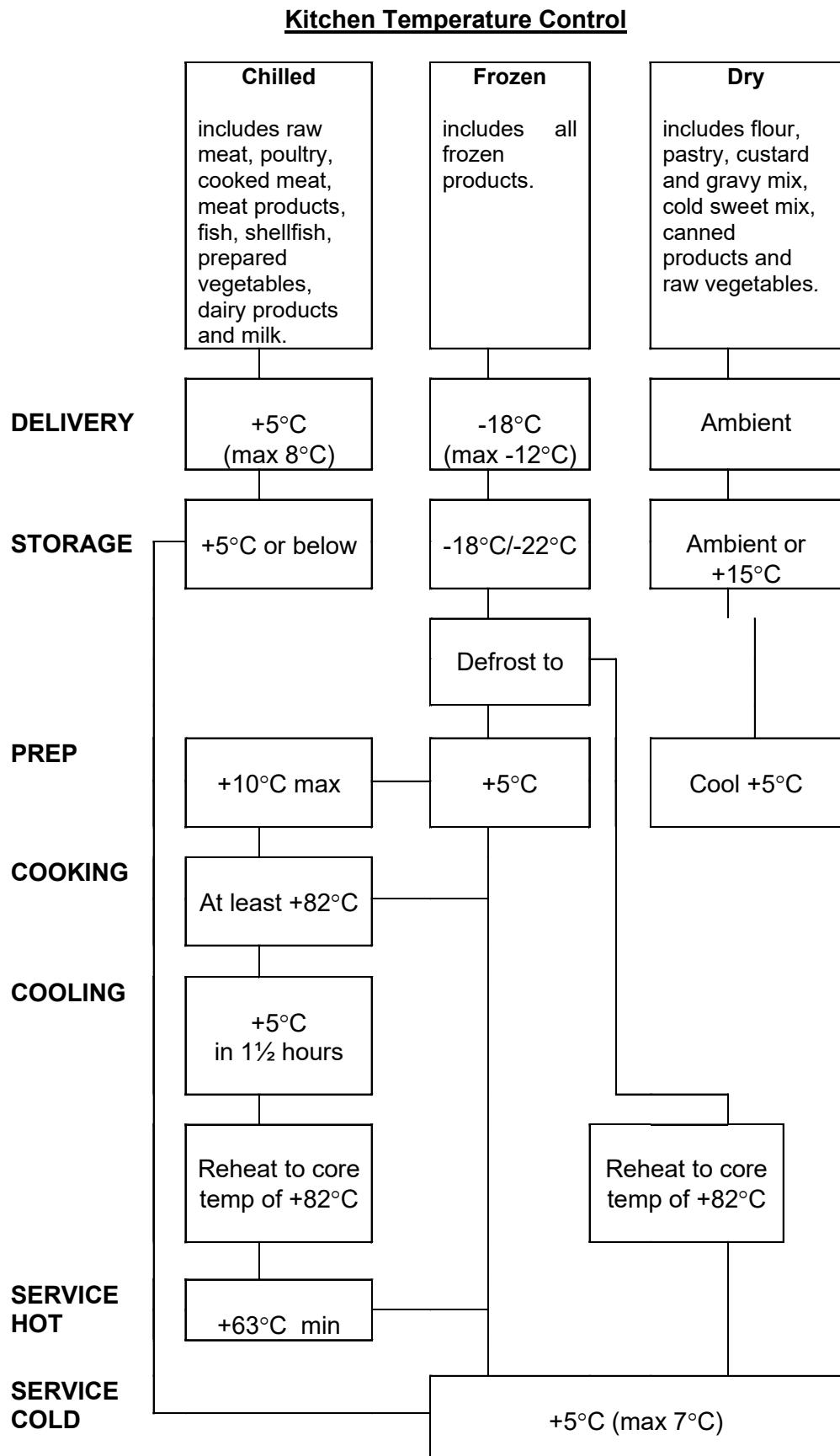
Signature:
(Officer/Visitor)

Date:

Signature:
(Duty Catering Manager)

Date:

Appendix 31 – Kitchen Temperature Control



Appendix 32 – Waste Monitoring

Servery Waste Monitoring

Please only complete the table below if an item has been wasted. Completing this form will provide intelligence to catering managers to help reduce cost and food waste

Completing this form will provide intelligence to catering managers to help food waste and save taxpayer funding.

Menu/ Food item	Name of item	Proportion of food <u>REMAINING</u> in container (%)
<i>Example: Vegetable</i>	<i>Peas</i>	<i>40%</i>
Starter		
Starter		
Main		
Vegetable		
Dessert		
Other		
Other		
Other		
Signed		
Date		
Does your servery have access to a food waste bin?		Yes/No

Appendix 33 – Examples of Best Practice

The following are examples of best practice which Prison Catering Managers should aspire to implement:

- Prisoners who are to be involved in food production and service receiving food safety and allergen awareness training commensurate with their activities, prior to commencing their job role;
- Separate storage containers, pans and serving utensils are designated for providing religious and vegan meals specifically. Such container, pans and utensils should be clearly marked and only used for this purpose, in order to avoid cross-contamination.
- Regular healthy eating and nutrition awareness sessions being delivered to prisoners collaboratively by gym/catering and establishment wellbeing staff, and embedded into monthly programs;
- Regular menu tasting & new dish development activities being held, with prisoners being involved in menu development and decisions about the food that they eat;
- Dedicated monthly food infrastructure and equipment progress meetings being held between facilities providers, regional estates and catering teams;
- Development of a peer support network of nutrition champions within establishments;
- Development of training and ongoing support for all staff supervising food service, covering activities such as HACCP, cleaning, PPE, sanitisation, hand washing, and waste disposal;
- Food, health & wellbeing notice boards being displayed at food service points, kitchens and residential areas;
- Publication on the food menu of the number of calories for each dish;
- Prisoner food surveys being completed on a quarterly basis;
- Kitchen visitors completing food hygiene questionnaire on an annual basis;
- Food focus forums being conducted monthly, with prisoners, SMT & IMB in attendance, ensuring open dialogue between all attendees.
- Healthier food choices being presented prominently during food service;
- Clear workflow instructions for servery workers, showing where each item is to be placed in the servery, and a description card for each item being made available which includes details of any allergens and the nutrition RAG rating of the relevant dish; and
- Prison Catering Managers attending monthly SMT meetings and quarterly PGD meetings.