GIG CYMRU NHS WALES | Bwrdd Iechyd Prifysgol Caerdydd a'r Fro | Cardiff and Vale University Health Board	**AGENDA ITEM 4.5** **22 October 2013**

INTERNAL FOOD HYGIENE AUDITS OF UHB HOSPITAL KITCHENS AND RESTAURANT AREAS

Executive Lead: Director of Planning
Author: Head of Operational Services
Contact Details for further information: Simon Williams 029 20716747

SITUATION

During September and October 2013, internal food hygiene audits of kitchen and restaurant areas were undertaken by the Operational Services Manager. A planned programme is in place to continue this throughout the year.

In respect of methodology and approach, matters requiring attention were listed under three main headings as per Environmental Health Officer (EHO's) reports i.e. food hygiene, structural requirements and confidence in management. A number of recommendations by hospital and service areas were highlighted and catering service areas are required to action or escalate as applicable. An all inclusive approach was adopted with staff to ensure ownership is taken by all levels of the workforce to comply with food safety legislative requirements. All matters including health and safety issues are raised at time of audit in order for corrective action to be instigated.

BACKGROUND

It is a legal requirement that each Hospital is registered as a food premises with the Local Council and is therefore subject to an annual inspection by Environmental Health Departments of Cardiff and the Vale Local Authorities.

The UHB via the Health and Safety Committee have sought reassurance that any risks are being managed and if required escalated to avoid lower food hygiene ratings being issued in the future.

ASSESSMENT

On receipt of internal audits, service area action plan were developed by the Operational Services Management Team to address the issues raised. A high level summary is detailed in Appendix 1 and provides in the opinion of the Operational Services Manager reasonable assurance. It is noted that there are a number of principles and issues that must be continually managed and maintained in order to ensure satisfactory food hygiene ratings:

- Hazard Analysis Critical Control Point (HACCP) – documents should be reviewed on a regular basis and a UHB HACCP document should be adopted by all areas. A draft has been recently forwarded to Senior EHO's.
- Cleaning – schedules must be visible and adhered to. Cleaning should be signed off against daily and weekly tasks. Cleaning materials must be fit for purpose including contact time. This is generally the case.
- Temperature Monitoring – proformas to be completed as per requirements for hot, chilled and frozen foods. Documents were in good order across sites.
- Maintenance & Repairs – where linked to food safety should be undertaken in timely manner. All maintenance requests should be marked 'compliance with food safety requirements' in the future.
- Equipment – heavy duty industrial catering equipment is essential to meet patient, staff and visitor requirements. This applies to food safety and if new or replacement is required this must be escalated to management for action. Where equipment is irreparable or not in use it should be removed from catering areas.
- Workforce – all staff have a legal and moral obligation to ensure food is not injurious to health. Staff to be written to advising of their role in ensuring application of good practice and compliance with legislation.
- Training – records must be maintained. Upon request, records were available and in order including HACCP presentation including reference to e-coli 0157.

Operational Services Management will monitor compliance via a planned programme of audits which is in place across the UHB.

RECOMMENDATION

The Health and Safety Committee is asked to:

- **NOTE** the level of assurance and actions taken following the receipt of internally undertaken audits.

Financial Impact	Not applicable
Quality, Safety and Experience	Consistent implementation of the documented Food Safety Management System will ensure compliance with the Food Safety Regulations and provide a safer patient and staff experience. A UHB food safety document has been drafted and is to be reviewed by the EHO.
Standards for Health Services	Direct links to Standards 3 and 22
Risks and Assurance	The Actions taken have been aimed to minimise the impact on the reputation of the UHB
Equality and diversity	There are no equality and diversity issues.

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Appendix 1

Internal Food Hygiene Audits - Action Plan

Summary of Key Issues for UHB Hospital Sites (excluding Barry) – Main Kitchens & Restaurant Areas Undertaken September / October 2013 by Simon Williams, Operational Services Manager

Food Hygiene	Action	Lead	Time Scale
West Wing			
Ovens require wipe down. Wash-up wall requires cleaning.	Clean equipment. Wipe and thorough clean.	Service Manager	Immediate
Rookwood			
Some equipment requires wipe down.	Clean equipment.	Service Manager	Immediate
Iorweth Jones (IJ) Unit			
Combi ovens require cleaning and wall to rear of ovens. Wall cupboard requires wipe down.	Clean equipment. Clean and wipe down.	Service Manager	Immediate
Whitchurch			
Window sills - several throughout kitchen require wiping down.	Clean and wipe down.	Service Manager	Immediate
Window (nr. External door) requires cleaning. Ovens – throughout kitchen require through cleaning.	Arrange cleaning of window. Wipe and thorough clean.	Service Manager	Immediate
Heathfields			
Ensure staff 'clean as you go' as much as possible.		Service Manager	Immediate
Central Food Production Unit (CFPU)			
Some items of equipment require wipe down e.g. ovens, boilers.	Ensure clean and wipe down.	Service Manager	Immediate

UHL Spillage noted – clean up immediately. Fryers require cleaning in / around area.	Ensure clean and wipe down. Clean up immediately. Ensure thorough clean.	Service Manager Service Manager	Immediate Immediate
Structural Requirements	**Action**	**Lead**	**Time Scale**
West Wing Additional metal plate required for main door to avoid further damage. Walls – touch up painting required **Rookwood** Tiling – some areas require attention throughout kitchen. Walls / ceiling – attention required re: painting and cracks evident in surface Double door freezer (no. 5) not working. **IJ Unit** Upright fridge requires condenser cleaned and cover plate replaced. Water pipes to side of gas stove require checking for leak. **Whitchurch** Pest control issue raised (external courtyard) – door frame requires repair / replacement. Equipment – number of unused or irreparable items noted in kitchen areas e.g. Falcon ovens, HD mixers, small boiler, etc. Must be removed as harbour dust, dirt, etc. Walk-in Fridge (no.3) – operation but not in use – is it fit for purpose? Estates to confirm. Window sills - several throughout kitchen require repair. Trolley bay – section of ceiling requires immediate repair	Submit MR to rectify. Submit MR to rectify. Submit MR to rectify. Submit MR to rectify. Submit MR to rectify. Submit MR to rectify. Submit MR to rectify. Submit MR to rectify. Submit MR to rectify. Arrange removal including disconnecting where applicable. Submit MR to rectify.	Service Manager Service Manager Service Manager Service Manager Service Manager Service Manager Service Manager Service Manager Service Manager Service Manager Service Manager	Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate Immediate

and repainting. Small window pane broken and must be replaced.	Submit MR to rectify.	Service Manager	Immediate
Tiling – some areas require attention throughout kitchen.	Submit MR to rectify.	Service Manager	Immediate
Heathfields Leak noted in oven area. Advised that contract is now on extension for ovens, counters and dishwasher?	Submit MR to rectify.	Service Manager	Immediate
New sink required for area adjacent to raw preparation. Advised ongoing.	Review options for maintenance and progress.	Service Manager	31 Oct 2013
CFPU Number of catering equipment and items require or are receiving attention. Noted ongoing but manager advised to follow up with Estates.	Manager to follow up progress – noted order approved.	Service Manager	Immediate
UHL Fly screen required for window in raw preparation room.	Manager to follow up progress and escalate if required.	Service Manager	Immediate
	Ongoing. Manager to follow up progress.	Service Manager	Immediate
Confidence in Management	**Action**	**Lead**	**Time Scale**
All Sites Documentation generally in good order across sites. However, in some hospitals i.e. West Wing, IJ Unit, Whitchurch, HACCP requires some attention including proformas and amendments made i.e. 75°C to state 75°C for 30 seconds and fridge temperatures to state 0°C to	Complete review of HACCP documentation and amend. (N.B. links to UHB draft HACCP document)	Service Managers	Immediate

8°C to ensure tolerance level parameters in compliance to temperature controls.	Finalise HACCP document with EHO's	Operational Services Managers	31 Oct 2013
IJ Unit Cleaning materials in place but schedule not clearly evident – required for monitoring.	Ensure schedule clearly visible and followed.	Service Manager	Immediate
Training Hygiene training records were noted including HACCP presentation incorporating e-coli 0157 awareness.	Continue to ensure records maintained.	Service Manager	Immediate
Advice and Good Practice	**Action**	**Lead**	**Time Scale**
General Noted not all staff levels e.g. supervisors, have access to S drive hygiene reports. This is required to review previous reports and ensure lessons learnt from other site experiences.	Operational Services Managers to action.	Operational Services Manager	w/c 14 Oct. 2013
Health and Safety	**Action**	**Lead**	**Time Scale**
Rookwood Lone worker enquiry made by staff.	Undertake and provide lone worker risk assessment	Service Manager	Immediate
IJ Unit / CFPU There was a small amount of ice within / at the entrance to the walk in freezer. All floors must be kept free from anything, which may cause a person to slip, trip or fall. Remove the ice.	Remove ice and maintain free from ice.	Service Manager	Immediate

E Coli O157 Guidance	Action	Lead	Time Scale
All Sites Noted separate areas and equipment used for raw preparation. Use of disposable aprons implemented	Ensure continued separation of process maintained by all staff members.	Service Managers	Immediate