

### **3.1.2 Prisoners are provided with food that is varied, nutritious and prepared under hygienic conditions.**

#### **3.1.2.1 Menu Structure, Nutrition & Communication**

- a Each Establishment will produce a standardised 3 week multiple choice menu template indicating healthier options via the red, amber or green traffic light system. The menus will be developed on the SPS menu template format.
- b Menus must be placed on the prisoner food notice boards within the residential areas and other areas to allow prisoners the opportunity to view them.
- c All prisoners are given the opportunity to access 5 or more portions of fruit and vegetables on a daily basis in line with the agreed nutritional plan. This will be evidenced on the prisoner multiple choice menu system.
- d Menus are cost based which are changed twice per year (approximately April for summer and October for winter) to reflect the seasonal changes. This will be evidenced by prices being placed against every menu item, separate to the prisoners copy.
- e Prior to the implementation of the 3 week menus for summer and winter, views of the prisoners must be sought via the prisoner food focus groups.
- f The Catering Manager will meet with the GIC prior to the summer/winter implementation and agree the menus to ensure they are suitable for their respective prisoner population. The menu agreement form must be signed off by the GIC and added to the Food Safety Manual.
- g A hot drink and drinking water is available with every meal.

#### **3.1.2.2 Prisoner Food Choices**

- a Prisoners have the opportunity to choose a menu which is suitable to their traditional, religious or therapeutic needs. Separate menus will be written for any specialist diet i.e. Muslim, Sikh, Kosher, Chinese or medical requirement.
- b Prisoners are provided with their particular dietary requirement no later than 24 hours after the request was made. Any specialised dietary requests must be discussed with the appropriate individual i.e. religious expert, doctor, dietician or other professional body.
- c There are separate preparation arrangements for different diets (eg vegetarian food prepared away from meat, specific areas/equipment for certain religious/medical diets). This area must have a sign (Special Diets Area) located in the area.

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d Prisoners returning from court who have not had a meal should be provided a meal and a drink based on their religion, therapeutic need or cultural need.

e The GIC or a designated individual must sample the food at the point of service at least once on a daily basis to ensure its quality, quantity and temperature. Any deficiencies should be reported to the Catering Manager immediately and this information should be recorded.

**3.1.2.3 Temperature Control, Food Safety & Hygiene Management**

a The SPS catering function operates the food provision in conjunction with the SPS Food Safety Manual and the Food Safety Act 1990.

b The SPS catering function use the standardised SPS Catering Risk Assessment and Safe System of Work. This should be recorded manually and electronically.

c All food is stored, prepared, cooked, hot and cold holding and delivered at point of service within the temperature scale of the current Scottish legislative requirements of the Food Safety Act 1990 and the SPS Food Safety Manual.

d Waste food and packaging is recycled appropriately.

e Prisoners have the opportunity to wash their hands on entering, and exiting the kitchen and before or after taking up any cookery processes. Each hand basin must have appropriate hand washing posters located in the area.

f Prisoners have the opportunity to wash their cups and cutlery with appropriate detergent.

g All kitchen issues or deficiencies are recorded on the daily checklist within 24 hours by the Catering Manager or nominated deputy. Any deficiencies are reported via the Estates help line within 24 hours of the issue or deficiencies being identified.

h All temperature control, food sampling, legislative food hygiene records are maintained and kept for 24 months.

i The Environmental Health Officers (EHO) report should be discussed with the GIC within 24 hours of receipt with the hard copy being retained with the EHO section of the SPS Food Safety Manual. If any recommendations or improvements are required by the EHO, a full written report of work carried out should be submitted into the Food Safety Manual.

j Each Establishment should use appropriate cleaning schedules and prescribed janitorial supplies for kitchen and pantry use.

k Cleaning schedules are readily available for viewing in the appropriate area including the residential servery/pantry areas.

### **3.1.2.4 Staff Training**

- a The Catering Manager has completed or is working towards the food hygiene training to the REHIS Diploma level within 12 months of their start date.
- b Catering Officers are trained or working towards to the REHIS food hygiene intermediate level within 12 months of their start date.
- c All staff handling food are trained to the REHIS food hygiene awareness training.
- d All catering staff have completed Manual Handling training.
- e All catering staff must undertake Manual Handling refresher training every 2 years.

### **3.1.2.5 Prisoner Training**

- a All prisoners who work in the kitchen will complete the food hygiene training to the REHIS elementary/ introduction level within 3 months of commencing kitchen employment.
- b All pantry prisoners handling food are trained to the REHIS introduction to food hygiene training.
- c All prisoners working in the kitchen will attend their respective Establishments catering induction catering programme prior to kitchen work allocation.
- d All catering prisoners have completed the SPS Manual Handling course.
- e All catering prisoners must undertake Manual Handling refresher training every 2 years.

### **3.1.2.6 Prisoner Food Focus Groups**

- a The catering function will hold a minimum of 4 prisoner food focus groups per year.
- b Meetings of the prisoner food focus groups should be published on prisoner notice boards within 48 hours of the meeting.
- c Minutes of the previous prisoner food focus group meeting will be available to members at least 24 hours prior to the next meeting.

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d The prisoner food focus group should have a standing agenda which includes the following as a minimum:

- Availability of Various Diets
- Choice of Food Available
- Food Quality
- Service Arrangements

e A ratio of 1 representative per 60 prisoners (ratio 1:60) should be attending the group. The group will be represented by prisoners from various diverse cultures. Each meeting to have a maximum of 16 prisoners per Food Focus Group.

f The meeting should be chaired by the Catering Manager or a designated person. The Catering Manager must attend at least 50% of the meetings.

g Minutes of the meeting should be sent to the GIC and stored on SharePoint within 48 hours of the meeting taking place.