HEALTHY EATING POLICY
FOR STAFF & VISITORS 2016-2019

Author: Public Health Nutritionist

Responsible Lead Executive Director: Director of Public Health

Endorsing Body: NHSL Board

Governance or Assurance Committee: Population Health governance committee

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Version Number: 3

Review Date: June 2019

Responsible Person: Public Health Nutritionist
Healthy Eating Policy

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### CONSULTATION AND DISTRIBUTION RECORD

<table>
<thead>
<tr>
<th>Contributing Author / Authors</th>
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<tr>
<td>• Susan Short</td>
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<td>• Lauren McKechnie</td>
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<th>Consultation Process / Stakeholders:</th>
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<tr>
<td>• Dr Harpreet Kohli</td>
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<td>• John Paterson</td>
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<td>• Heather Knox</td>
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<td>• Lilian Macer</td>
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<td>• Craig Cunningham</td>
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<td>• Gillian Archibald</td>
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<tr>
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<td>• Available to visitors to NHS Lanarkshire sites via public website</td>
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## CHANGE RECORD

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<tr>
<td>September 2013</td>
<td>A. Minns</td>
<td>Section 10– addition of requirement to have a summary or list of FAQ with each policy</td>
<td>1</td>
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<tr>
<td>May 2018</td>
<td>Risk Department</td>
<td>GDPR statement added into section 3 and updated name of Data Protection Act</td>
<td>1</td>
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<tr>
<td>March 2020</td>
<td>K. Torrance</td>
<td>Extended until August 2021 (COVID-19).</td>
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1. INTRODUCTION

Eating a diet rich in fruits and vegetables, high in dietary fibre, and low in fats, sugar and salt makes a significant contribution to health and to the prevention of disease. NHS Lanarkshire considers healthy eating to be vitally important in improving the health and wellbeing of its staff.

NHS Lanarkshire employs over 12,000 staff and as a workplace offers prime opportunity to support improvements to their dietary health. The Healthy Eating Policy will become a central component to promote and improve staff health and sits alongside Healthy Working Lives and Health Promoting Health Service Chief Medical Officer’s Letter (CMOL) (19) 2018. The staff restaurants in Wishaw, Monklands and Hairmyres Hospitals have been awarded the national Healthy Living Award Plus which gives recognition to caterers and the food service sector in taking a range of steps to provide healthier options. The Policy will support ongoing work to meet the Healthy Working Lives Gold Award criteria on sites with and without in-house catering facilities and will assist all contracted retailers to achieve the Scottish Grocers Federation (SGF) Healthcare Retail Standards.

On a daily basis, several thousand people use NHS Lanarkshire services either as out-patients, visitors or carers and so there is potential to impact on the dietary health of the wider population through the food and drinks that are made available.

It is well known that a diet high in fat and sugar, combined with low levels of physical activity, can lead to weight gain. Recent published data reported that 65% of adults in Scotland were overweight (BMI≥25 kg/m²); with 28% obese (BMI≥30 kg/m²). Obesity can increase the risk of developing diseases such as type II diabetes, hypertension, heart disease, some cancers, as well as premature death. This policy can contribute to the promotion of healthy eating within the workplace and support staff in maintaining a healthy weight by providing adequate healthy options.

A recent economic analysis outlined that additional interventions are needed that rely less on conscious choices by individuals and more on changes to the environment and societal norms. Such interventions “reset the defaults” to make healthy behaviours easier therefore this policy aims to support healthier food environments whilst reflecting the key messages contained the newly updated Eatwell Guide.

Healthy eating messages promoted by NHS Lanarkshire and its partners must be simple, clear and consistent. In addition, where food is provided, healthier food choices must be appealing, readily available, affordable and easily accessible.

NHS Lanarkshire does not support methods of weight loss that are not evidence based and do not promote good health. Therefore they should not be promoted within NHS Lanarkshire premises. Further information will be available in the Lanarkshire Healthy Weight Strategy that will be launched in autumn 2016. The strategy will set the direction of travel for both prevention and treatment services within Lanarkshire.
Healthy Eating Policy

2. **AIM, PURPOSE AND OUTCOMES**

What is the aim of this Policy?

The aim of this Policy is to promote and improve the nutritional health of users of NHS Lanarkshire services, which includes staff, out-patients, relatives/carers and visitors. In practice, this means promoting healthy eating and providing appropriate food and drink choices.

Purpose

NHS Lanarkshire is committed to improving the health of its population and recognises that healthy eating is a fundamental part of this commitment. NHS Lanarkshire also recognises that food choice and dietary intake are influenced by socio-economic, environmental, religious and cultural factors.

NHS Lanarkshire’s Healthy Eating Policy for Staff & Visitors has been developed to ensure a consistent approach to the provision of healthier food and drinks across all NHS sites.

Outcome

As contained within Principle Content (4)

3. **SCOPE**

3.1 Who is the Policy intended to Benefit or Affect?

The Healthy Eating Policy is aimed at staff, out-patients and visitors in order to ensure that they are aware of the importance of a healthy diet to their health.

NHS Lanarkshire employs on average 12,000 staff, and as a workplace offers prime opportunity for education and advice on a healthy lifestyle. Catering staff have a key role to play in promoting healthy eating messages to staff and visitors as well as patients through the range of goods and services they offer.

3.2 Who are the Stakeholders

- Dr Harpreet Kohli Director of Public Health
- John Paterson General Manager (PSSD)
- Heather Knox Director of Acute Services
- Lillian Macer Employee Director
- Craig Cunningham General Manager (NHSL)
- Janice Hewitt Chief Accountable Officer of the North Lanarkshire Health and Social Care Partnership
- Kenneth Small Director of Human Resources
- Gabe Docherty Health Promotion Manager
- Maria Reid Assistant Health Promotion Manager
- Maureen Lees Head of Dietetic Services
- Ashley Goodfellow Public Health Specialist
  - June Levick Head of Hotel Services
Healthy Eating Policy

• Shona Welton Head of Patient Affairs
• Gillian Archibald Healthy Working Lives Manager/EASY
• Karen McGuigan Acting Assistant Health Promotion Manager

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4. PRINCIPAL CONTENT

Promotion
NHS Lanarkshire will promote healthy eating by the following actions:
• Promote awareness of the Healthy Eating Policy among staff and visitors
• Use of the Healthy Eating Policy to promote a healthy lifestyle
• Advertisement of healthy eating messages within staff dining facilities, general notice boards and staff rooms
• Display of quality statement and customer opinion survey arrangements
• Presence of continuous staff suggestion scheme with clear mechanisms for feedback/action
• Availability of Health Promotion literature
• Programme of special and theme days, using advance marketing and preview menus
• Clearly and attractively written menu boards with special identification of healthy options
• Promotion of in-house staff health and well-being initiatives e.g. Weigh To Go workplace and signposting to local authority leisure websites and classes

Point of Sale Promotions
Point of sale (beside payment points) promotions of crisps, biscuits, cakes, chocolate and other confectionery will be avoided as this contravenes Healthy Living Award Plus criteria.

The following products will be available daily:
• Selection of pure fruit juices
• Choice of semi-skimmed and skimmed milk
• Availability of free, fresh drinking water within staff dining areas
• Selection of fresh fruit items and when possible these should be displayed in a manner which would be deemed appealing by the consumer
• Choice of wholemeal and wholegrain bread and rolls
• Choice of low fat spreads and sweetening products
• Selection of wholewheat breakfast cereals and reduction in sugar coated cereals
• Choice of vegetarian options
• Wholemeal pasta and brown rice must be offered frequently
• Provision of baked potatoes at each appropriate meal
• Where salad bars are present, they must include low fat/calorie dressings and lean protein items

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- Prepared sandwiches and rolls must offer a range of wholemeal and granary breads with low fat fillings and the labelling must include ingredient/nutritional information and calorific value when supplied by external sources
- Pre-prepared sandwich fillings which are often high in fat will be kept to a minimum
- Inclusion of salad with a sufficient range of sandwiches
- Availability of healthy alternatives to take away
- Availability of foods to meet religious or cultural needs
- Food allergens labelling regulations state that allergens will be emphasised on the label of packaged food.

Salad Bars
Salad bars provide an excellent alternative for both main meals and snacks, however many salad items and dressings can be high in fat. In premises where salad bars are present, the following guidelines must be followed:
- Salad dressings must be served separately
- Low fat dressings will always be available
- Use of pre-prepared items with a high mayonnaise/salad cream content kept to a minimum
- Promotion of options suitable for vegetarian and vegan diets as a standard choice
- Use of lean cuts of meat, poultry and oily fish
- Inclusion of chopped fruits and raw vegetables
- Flexible portion options to encourage tasting of new healthy options

Fried Foods
Cooking methods other than frying must be used whenever possible, and the provision of fried products restricted in all dining areas. Hospital restaurants (Hairmyres, Wishaw and Monklands) must not provide foods such as chips and roast potatoes on more than four occasions over a weekly period. Other dining facilities (e.g. Kirklands Hospital) accessed only by staff during daytime hours must not provide any fried food on more than two occasions over a weekly period.

Processed Foods
Foods high in fat such as processed foods e.g. pies, bridies, pastries, sausages, processed fish and poultry products must be limited in all dining areas. Hospital restaurants described above must not provide processed meat/fish products on more than four occasions over a weekly period. Other dining facilities (e.g. Kirklands Hospital) accessed only by staff during daytime hours must not provide processed meat/fish products e.g sausages on more than two occasions over a weekly period.

Vending
Vending facilities can play an important role in the catering service by being an integral part of the service offered, or by substituting normal arrangements during out of hours periods for remote locations within the hospital/community setting.
It is important to note that some staff may rely on these facilities for their main source of nutrition during working hours, which requires the service to offer the same level of healthy choice as would be present within dining room settings.

Food

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Food vending units offer items that are either ready to consume or require some form of heating (normally microwave). Where vending units have the capacity to hold “food related” goods they must be stocked using the following guidelines. 70% must be healthier choices, examples:

- Fresh fruits
- Low-fat yogurt/mousse/fromage frais
- Choice of wholemeal bread for sandwiches and rolls
- Low-fat fillings, vegetarian fillings, inclusion of salad with filling
- Selection of fresh fruit
- Salad and pasta bowls
- Choice of wholewheat breakfast cereals
- Skimmed and semi skimmed milk
- Cereal/fruit/yogurt bars
- Unprocessed nuts/dried fruit

Confectionery

There are a small number of vending units on NHS Lanarkshire hospital premises that stock only confectionery and crisps. It is strongly recommended that negotiations take place with contractors in order to replace such units with food vending units stocked using the guidelines above. Where it is not possible to stock units with products listed above, it is recommended that units selling confectionery and crisps should have at least 30% healthier choices as detailed within the Healthy Living Award Plus level vending criteria (Appendix 1) and these should be positioned at eye level. If this is not possible the units should be removed.

Drinks

All vending units on NHS Lanarkshire premises have been de-branded in accordance with CEL 14 (2008)6. Where present, vending units will offer healthier choices and all soft drinks with a sugar content greater than 0.5g per 100ml are not permitted. Vending units are stocked using the following guidelines;

- Plain water (still and sparkling)
- Pure fruit juices
- Sugar free juice drinks
- Diet/sugar free carbonated drinks
- Decaffeinated sugar free carbonated drinks
- Flavoured water (with a sugar content less than 0.5g per 100ml)
- Low-fat yogurt drinks
- Herbal tea
- Fruit tea
- Decaffeinated tea and coffee

It must be borne in mind that although diet varieties of carbonated drinks are sugar free, they still pose a risk to erosion of the teeth due to their acidity.

100% compliance will be maintained in relation to drinks vending criteria.

Retail
Healthy Eating Policy

Where premises within NHS Lanarkshire have retail outlets provided by the private sector, these outlets will be encouraged to comply with the Healthy Eating Policy in the provision of healthy choices of snack foods and drinks, following Healthy Living Award Plus criteria (Appendix 1). At the point of contract (re)negotiation retailers will be required to join the Scottish Grocers’ Federation (SGF) Healthy Living Programme and abide by the Healthcare Retail Standards as outlined in the CMOL (19) 20152.

Premises Without On-Site Catering Facilities

There are a number of premises across NHS Lanarkshire where staff do not have access to on-site catering facilities. In such circumstances, where feasible, an eating area with suitable tables and chairs separate from the work area will be provided, in addition to a sink or means for washing eating utensils, a refrigerator, hot water or hot and cold drinks dispenser and a small oven/microwave. Access to adequate drinking water should be made available in all areas. This provision will ensure that sites without catering facilities will be able to comply with the essential elements of the Healthy Working Lives Award standard. Furthermore, such sites will have to create site specific arrangements to be able to comply with additional criteria of the Award. These local arrangements could include, for example:

• Providing information on local food outlets that supply healthy choices
• Allowing staff to order food online and providing information on making healthy choices
• Providing the opportunity to have breakfast at work through the availability of bowls and cutlery for cereal
• Conducting a needs assessment to establish the barriers to healthy eating at each site and creating an action plan aimed at overcoming these barriers.

Moving forward, this policy will be presented to the NHS Lanarkshire Healthy Working Lives Corporate Steering Group, seeking champions to support implementation of the policy.

Hospitality

Hospitality for staff and visitors will be provided in line with NHS Lanarkshire’s Hospitality Policy and may range from business meetings and working lunches to large corporate events. In all cases, emphasis should be placed on promoting healthy options in line with the recommendations of the Policy. Advice on healthy options and menus can be sought from the Hotel Services Department.

The Scottish Cancer Prevention Network have developed a “Healthy Meetings Scorecard” (Appendix 3) which aims to help people experience healthier meetings to feel well and think smart. Staff should use this scorecard where meetings last longer than 4 hours and include lunch

On launch of this Policy, an Implementation and Monitoring group will be set up with representation from key stakeholders. The main purpose of this group will be to assign responsibility for key elements of the action plan (Appendix 4) to monitor progression and report back to the Health Improvement, Health Protection Service Improvement Board.
5. **ROLES AND RESPONSIBILITIES**

On launch of this Policy, an Implementation and Monitoring group will be set up with representation from key stakeholders. The main purpose of this group will be to assign responsibility for key elements of the action plan (Appendix 4) to monitor progression and report back to the Health Improvement, Health Protection Service Improvement Board.

6. **RESOURCE IMPLICATIONS**

No resource implication foreseen

7. **COMMUNICATION PLAN**

Policy Re-Launch date-July 2016

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<td>Summer 2016</td>
<td>Susan Short &amp; Comms dept</td>
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<tr>
<td>Article in The Pulse</td>
<td>Autumn 2016</td>
<td>Susan Short &amp; Comms dept</td>
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<tr>
<td>Article in Staff Briefing</td>
<td>July 2016</td>
<td>Susan Short &amp; Comms dept</td>
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<td>Firstport Staff Announcements</td>
<td>July 2016</td>
<td>Susan Short &amp; Comms dept</td>
</tr>
<tr>
<td>Firstport-Homepage Banner</td>
<td>Summer 2016</td>
<td>Susan Short &amp; Comms dept</td>
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8. **QUALITY IMPROVEMENT – Monitoring and Review**

A group will be established to oversee implementation and monitoring of the Healthy Eating Policy. The Policy spans a three-year period from 2016-2019. To ensure appropriate accountability structures are in place, the Implementation and Monitoring Group will report directly to the Health Improvement, Health Protection Service Improvement Board and will also provide regular updates to the Healthy Working Lives Steering Group and the Health Promoting Health Service Steering Group. The action plan accompanying the Policy will act as a tool for monitoring progress with Policy implementation.

9. **EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

This policy meets NHS Lanarkshire’s EDIA

(tick box)

10. **SUMMARY OR FREQUENTLY ASKED QUESTIONS (FAQs)**

Any questions regarding the policy can be directed to Susan Short, Public Health Nutritionist (Susan.Short@lanarkshire.scot.nhs.uk)
11. REFERENCES

2. CMOL (19) 2018 Health Promoting Health Service: Action in Secondary Care Settings
3. National Statistics 92015 Scottish Health Survey 2014