



Healthy Eating Policy

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1. Statement of Intent

NHS Shetland is committed to encouraging and making it easier to eat healthily on Health Board premises.

2. Purpose

There is a range of elements that impact on healthy eating and having a policy in place allows us to consider all these parts as a whole. The policy also reinforces Shetland NHS Board's commitment to making healthy eating easier on Board premises which in turn should encourage more people to eat healthily.

3. Introduction

Why support and promote healthy eating in the workplace?

Staff, patient or visitor, no matter who we are, a healthy, balanced diet makes us feel good. It gives us energy to go about our day to day work and to take part in recreation. It helps to keep us healthy both physically and mentally helping to build our resilience to stress, and when we are not well it is an essential part of our recovery. We all function better if we eat better. On the other hand an unhealthy diet and excessive consumption of food and drink contributes directly to obesity and poor oral health as well as to heart disease, stroke, cancer and diabetes, which are the main causes of death in Scotland.ⁱ Under nutrition is a key risk for older people and those in hospital with both acute and chronic conditions. At the same time it is important to be mindful of the pleasure you get from food – it is there to be enjoyed, it is central to social gatherings from having a meal with colleagues, family and friends to larger celebrations such as weddings. Eating healthily is all about the balance across the different food groups and being careful not to over or under eat.

It is estimated that adults spend up to 60% of the time they are awake at workⁱⁱ. Many adults eat one or more meals and snacks at work. Work therefore provides an opportunity to positively influence eating habits, by increasing the accessibility of healthy eating options in work canteens, and also by increasing awareness of healthy eating and its role in determining health. Healthy eating habits formed at work can in turn influence the family environment and the eating habits of other family members.

NHS Shetland prides itself not only in the efforts it makes to produce and promote healthy foods but also in the quality of the food that is produced. The chefs are passionate about the food they prepare. They serve the food on the wards and are also in the canteen checking on the layout and presentation of the meals. The catering staff are committed to helping make healthy eating for patients, staff and all service users easier.

4. Background

What is healthy eating? (Refer to Appendix B for more detailed information on healthy eating)

The key to eating healthily is to eat the right amount of food for how active we are and to eat a range of foods to make sure we are getting a balanced diet. The Eatwell plateⁱⁱⁱ can be used to help get the balance right and makes healthy eating easier to understand as it shows the types and proportions of food we need to have a healthy, balanced diet.



The following are the key messages that accompany the Eatwell plate:

- Base your meals on starchy foods
- Eat lots of fruit and vegetables
- Eat more fish – including a portion of oily fish each week
- Cut down on saturated fat and sugar
- Get Active and try to be a healthy weight
- Drink plenty of water
- Don't skip breakfast

By providing access to food that supports the key healthy eating messages, facilities that support staff to make their own food and by doing healthy eating campaigns and promotions, NHS Shetland is proactively helping to improve the diets of staff, patients and service users. NHS Shetland also carries out consultations with these groups to further improve services in relation to healthy eating.

5. Where does this policy tie in with other local and national policies and strategies, targets and indicators?

This policy supports both national and local policies:

National policies:

- The National QIS Food, Fluid and Nutritional Care standards
- The Food and Health section of Health Promoting Health Service: Action in Acute Care Settings
- The National food and drink policy (2009) Recipe for Success
- Improving Maternal and Infant Nutrition: A Framework for Action (2011)
- Food in Hospitals: National catering and Nutrition Specification for food and Fluid Provision in Hospitals in Scotland

Local policies:

NHS Shetland's Nutritional Care Strategy and Policy.

NHS Shetland Obesity Strategy

NHS Shetland Catering Strategy

NHS Shetland Infant Feeding Strategy

Links to National indicators and HEAT targets:

The HEAT target: Achieve agreed completion rates for child healthy weight intervention programme over the three years ending March 2014.

The policy also contributes to the maintenance of the Board's Healthy Working Lives Gold Award and to meeting the CEL 01 (2012) Health Promoting Health Service healthy eating section requirements.

It also contributes to the maintenance of the Healthy Living Award which is assessed every 2 years and was last awarded in February 2013.

6. Policy Aims

To make it easier for patients, staff and all service users to eat healthily on NHS Shetland Board premises.

For patients, staff and all service users to understand what a healthy diet is and to develop a healthy diet as part of their lifestyle out-with NHS Shetland Board premises.

7. Objectives

- **Objective 1:** To provide patients, staff and service users with Information, advice and education on healthy eating
 - Catering staff to be confident in giving advice on healthy eating options.
 - Staff to understand what healthy eating is and to help educate others about healthy eating as relevant.
- **Objective 2:** Choice of foods provided to be sufficient to allow patients, staff and all service users to make healthy eating selections consistent with medical conditions, personal choice, habits, tastes and cultural beliefs
- **Objective 3:** To maintain the Healthy Living Award.
- **Objective 4:** To undertake consultation with staff, patients and all service users on healthy eating through a 4 yearly healthy eating staff survey and continuous gathering of patient and service user feedback. To then take action on findings.
- **Objective 5:** Facilities to be in place to support all staff to eat healthily at work for both self prepared or NHS Shetland catering service prepared food.

7.1 Objective 1: Healthy Eating Information available

1. **All patients:** the admission documentation provided to all patients will include a simple explanation of the Healthy Eating Policy, why it has been adopted, and how further advice on healthy eating can be obtained.
2. **Catering staff:** The Hotel Services Manager, in conjunction with the Dietitian, will ensure that catering staff are trained in gluten awareness and catering for therapeutic diets.
3. **Staff, patients and service users:** Educational material concerning healthy eating will be available in the hospital canteen. Special promotional events will be organised in the Gilbert Bain Canteen at least 4 times per year. Information campaigns will be held at least once per year in Health Centres throughout Shetland and in the Occupational Health department to reinforce the principles of the policy. This will include information on weight management programmes available to staff such as Counterweight.
4. **All NHS Staff:** Training on providing education on healthy eating will be available to all NHS Shetland staff as relevant to their posts. (For an overview of the training please refer to Appendix C).

7.2 Objective 2: Provision of sufficient food choice

1. **Patients with diet-related medical conditions:** these patients will be provided with additional written dietary information, tailored to their particular requirements. These conditions include Coronary Heart Disease, Diabetes, various bowel disorders, Coeliac Disease and Obesity. Catering Department staff will also be provided with this information.
2. **Patients, staff and all service users:** the menu cycle for patients and staff should ensure that:
 - a. Patients can always select a combination of foods, which will result in the nutritional content of meals during each day falling within the set targets.
 - b. A vegetarian option is always available.
3. The written guidance issued to all **patients** will indicate that specially prepared food will be made available on request, in keeping with patients' cultural beliefs.
4. **Patients'** menus will be coded to assist in choosing therapeutic diets.
5. **Staff and all services users:** Notices will be placed in the canteen as a reminder that catering staff can be asked about the ingredients of meals.

7.3 Objective 3: Maintain the Healthy Living Award

Criteria for Healthy Living Award

The conditions of the award are based on the principles of a healthy, balanced diet; using healthier ingredients and preparation methods.

This includes:

1. Levels of fats and oils, particularly saturated fat, must be kept to a minimum.
2. Levels of salt must be kept to a minimum.
3. Levels of sugar must be kept to a minimum.
4. Fruit and vegetables must be clearly available.
5. Starchy foods must form the main part of most meals.
6. Where appropriate, healthy and nutritious children's food should be provided.
7. At least 50 percent of the food on the menu must meet the specific Healthyliving criteria, prepared using both healthier ingredients and cooking methods
8. Have a promotion and marketing strategy which works alongside the general principles of the Healthyliving award and supports healthier eating.

Promotions will be as follows:

The Eat Fit Challenge – staff who take part will be encouraged to look at their current eating habits and set themselves realistic goals for improvement.

Regular fruit promotion ‘Fruit Reward Card’ where staff get stamps for each portion of fruit they buy. Once they fill up their cards they get a free soup and crusty roll.

Regular campaigns focusing on different aspects of healthy eating

The option of a vegetable promotion has also been looked into. However vegetables are already actively promoted by servery staff with appropriate serving sizes being emphasized routinely. Wastage levels for vegetables, potato and rice are currently low (below 30%) highlighting that there is a good uptake of vegetables already by staff at lunchtime meals. The wastage levels are closely monitored meaning that an increase in these levels would prompt action by serving staff.

7.4 Objective 4: Undertake Healthy Eating Consultation

1. Every 4 years a staff healthy eating survey will be undertaken and action plan drawn up based on the findings. The following is a summary of the main results of the survey undertaken in 2012, actions on the findings are also presented. Any outstanding actions are also listed in the policy action plan. The Healthy Eating Review Group’s responses to the survey results are presented in italics.

- 153 staff completed the survey
- 50 of the respondents used the canteen daily and 20 used it every other working day. Very few staff used the vending machines and under the category of other catering services many respondents stated they took their own food in, this included staff working in Lerwick as well as staff out-with Lerwick who did not have access to any of the catering services.
- The majority of respondents were satisfied or very satisfied with the canteen services, there were a significant number of positive comments including:
 - Fruit box selection excellent and excellent soups
 - Excellent food and friendly staff
- A small but notable number of individuals were dissatisfied or very dissatisfied with the salad bar, evening meals, healthy choices and catering for special diets
- Comments on improving the canteen services included –
 - the need for more healthy choices apart from salad, the need for more variety on the salad bar (*Response - meat, pickles, salad dressings have now been added to the salad bar*) and the need to restock the salad bar throughout lunch time and in the

evening (*Response - this is now happening as salad bar equipment is now working which was not the case at the time of the survey*).

- The need to have more choice of meals in the evening and at weekends (*Response - action on this is not possible as need to be mindful of waste, meals that are already supplied do not always get used also there is minimal staffing at these times so cannot supply the same choices as when more staff are on site*).
 - Need for more gluten free meals and the catering staff to have knowledge whether meals are gluten free or not (*Response - many meals are gluten free so there needs to be a greater awareness of this, catering staff are to receive gluten free training. There is also a wider range of gluten free snacks now available*).
 - Less mayonnaise to be used (Mayonnaise is only used in coleslaw, egg mayo and tuna mayo. Staff to be made aware that only reduced fat mayo is used in line with the requirements of the Healthy Living Award).
- 83.9% of staff felt that they could eat healthily at work
 - Comments to what prevents you eating healthily at work included:
 - Time - this was stated in 26 of the comments (*Response - these comments are to be researched further*).
 - Stress (*Response - these comments are to be researched further*)
 - Nothing prevents me eating healthily/ own choice not to.
 - No healthy options at Montfield vending machine (*Response - selection of healthy eating options now available*)
 - 60 % of respondents selected stated that there is a good range of healthy eating options available, 66% stated that they enjoy eating healthy food and 71% stated that they had a good understanding of healthy eating.
 - Just fewer than 50% of respondents stated that the healthy option tastes good, they have a good understanding of portion size and that healthy eating options are reasonably priced.
 - 40% thought the healthy eating options are well presented.
 - Comments under other things that support you to eat healthily at work were mostly the fact that people take their own food in. There was reference to the fact that staff at Montfield would either take in their own food or they would access outlets nearer to Montfield.
 - 48.3% of respondents were not aware that they could ask catering staff about the ingredients of the meals and 43% were not aware that they could ask catering staff which options were the healthy options
 - Staff were asked if there was anything they would like to see provided that is not currently on offer comments included:
 - Nothing

- More and better salad (*Response: More variety of salad now available, salad plates or boxes could be served to order but equipment not in place to allow this*)
 - More choice of sandwiches and more wraps, omelet (*Response: Omelet not practical because of facilities, wider selection of wraps were made available but due to waste these were reduced, even still there is wastage with this*).
 - Meals in vending machine that can be reheated for night staff (*Response: Vending machine is now operational again to provide this service*)
 - Pre order/delivery service/ delivery service for sandwiches to Montfield (*Response: Due to levels of catering staff it is not possible to do a delivery service of sandwiches and soups to Montfield*).
 - Greater range of gluten-free, diabetic, low fat options and vegetarian options (*Response: there is a large range already available at all meal times, vegetarian hot option/soup/baked potatoes/ salads/ toasties*)
- The final question asked staff to provide any general comments. Many of the comments referred to nothing further being needed. There was no other common thread in the comments given. However, there were a few notable individual comments:
 - “ more cold meats, option to add own mayo, unbuttered sandwiches, food cooked with frylight instead of oil, calories shown on each item, steamed chicken breasts with option to add gravy
(*Response: more cold meats have already been added, it is difficult to have option to add mayo as only tuna mayo and egg mayo and coleslaw that have mayo in them and if served with option to add mayo then likely this would not be appealing to staff and therefore result in more wastage, sandwiches can be made without spread on a request basis, cooking oils are light to comply with Healthy Living Award. In terms of displaying calorie content this cannot be done as has to be exact amount for each single dish. Chicken breast is already steamed with the option of adding gravy (this is also true of mushroom sauce with fish where the fish is served with the option of adding sauce)*)
 - “maybe if we could see the chef – having cookery – tasting demonstrations” (*Response: equipment not in place to do this*)
 - “an email out to staff or message of today with choice of soups/meals that’s on for that day” (*Response - menu on intranet now*)
 - “I think the catering is exceptional. Many thanks to the staff who provide such a fantastic service at such reasonable prices.”

2. Feedback on food from patients and all service users (example of patient feedback form is presented in Appendix D)

Patient feedback forms are on the reverse of their menus. Comments tend to be positive. Service users can feedback via the hospital general comments boxes.

However, the catering team will be introducing catering specific comments and suggestions forms and postal boxes.

7.5 Objective 5: Provision of Facilities and Equipment to support healthy eating

1. Provision of drinking water:

Advice from NHS Shetland's Public Health Department is that tap water is perfectly safe to drink, and any machine that introduces filters, or water held in situ for any length of time, adds a layer of risk to the likely bacterial quality of the water at the point of drinking. Additionally, there is a requirement that any water cooling system must be regularly maintained and the filters checked and records kept of this. This is an expensive and time-consuming process and, as a consequence, a decision was taken in October 2012 to remove all water coolers in use unless there are exceptional reasons why they should be retained.

2. Provision of facilities at all NHS Board sites.

- a. GBH site - adequate refrigeration units, staff rest area with seats and tables, out of hours provision supplied through vending machine to include healthy meal options. Vending machine which stocks healthy eating options in ratio with Healthy Eating Award. The Healthy Eating Policy group is extremely concerned that the continued operation of the canteen is wholly dependent on one refrigeration unit and one hot plate. A risk assessment has been undertaken and risk actions are presented in the action plan.
- b. NHS Board Health Centres, staff rest area with seating and tables, food preparation area, refrigerator, microwave and kettle.
- c. Montfield site - staff area with seating and tables, food preparation area, refrigerator, microwave and kettle .The Healthy Eating review group have explored the option of having sandwiches and soup taken over from the GBH canteen and sold at the Montfield site, options from daily to once weekly have been looked at, however, catering staffing levels prevent this from happening. In addition, in order to promote staff breaks and physical activity staff are to be encouraged to walk to the Gilbert Bain Hospital canteen. Therefore the vending machine which was situated at the Montfield site prior to building works is to be removed.

8. Responsibilities, monitoring and revision

1. The overall responsibility for the implementation of this policy lies with the Director of Public Health.
2. Preparation of patient and staff information is the responsibility of Hotel Services, Dietetics and Health Improvement.
3. Catering staff training is the responsibility of the Hotel Services Manager but the content of the training must be agreed with the Dietitian.
4. Organisation of promotional events is the responsibility of the Hotel Services Manager and Health Improvement.
5. Colour coding of patient menus to assist in the selection of therapeutic diets and provision of posters reminding to ask about healthy eating options is the responsibility of the Hotel Services Manager
6. Monitoring of the nutritional content of menus will be the responsibility of the Dietitian and the Hotel Services Manager.
7. Support for healthy eating through the provision and upkeep of equipment required for the preparation and storage of foods as well as designated eating areas on Board premises is the responsibility of Estates.
8. Patient and other service users feedback forms are the responsibility of the Hotel Services Manager
9. 4 yearly Staff healthy eating survey is the responsibility of Health Improvement
10. The Healthy Eating Policy Group has responsibility for reviewing this policy. This group includes representatives from the Nutritional Care Group and Nutrition Link Nurse Group, the Hotel Services, Dietetics, Occupational Health Nurse, and representatives from Nursing and Health Improvement. The policy will be reviewed every four years or sooner if significant changes occur while the written material available to patients and staff will be reviewed annually.

Appendix A

Healthy Eating Policy Action Plan

DRAFT

Action Plan				
Area of activity	Actions	Outcome	Timescale	Responsibility
Information	Catering staff trained in healthy eating, therapeutic and gluten free diets	Catering staff confident to give healthy eating advice on food choices provided through catering services.	December 2013	Hotel Services manager
	NHS Shetland staff trained in healthy eating as appropriate to their roles	NHS Shetland staff confident in giving healthy eating advice.	June 2014	Health Improvement/ Dietitian
	Healthy eating material available in the canteen throughout year	Healthy eating material available Increased awareness of healthy eating amongst staff, patients and all service users.	Commencing Feb 2013	Health Improvement
	Healthy eating promotions: <ul style="list-style-type: none"> • Eat Fit staff challenge • Fruit card scheme 	Improved eating habits of staff Increased intake of fruit by staff, patients and service users	May 2014	Health Improvement/ Hotel Services manager
Provision of sufficient food choice	Notices will be placed in the canteen as a reminder that catering staff can be asked about the ingredients of meals.	Staff, patients and other service users are more aware that can ask about the ingredients of foods to help them make the healthy choice.	February 2013	Hotel Services manager
Healthy Living Award	Work towards maintenance of healthy living award	Healthy Living Award Status maintained – meaning continued easy access to healthy food choices	Ongoing	Hotel Services manager
Healthy eating consultation	Staff survey undertaken and action plan based on responses	Increased opportunities for staff to eat more healthily on health boards premises	4 yearly	Health Improvement
2012 healthy eating staff survey actions	Staff to be made aware through notices that only reduced fat mayo is used in recipes.	Increased opportunities for staff to eat more healthily on health boards premises	August 2013	Hotel Services manager

Action Plan				
Area of activity	Actions	Outcome	Timescale	Responsibility
	Further research into stress and time being selected as reasons for not eating healthily at work. Then action taken on findings.	Increased opportunities for staff to eat more healthily on health boards premises	March 2014	Health Improvement
	Put in place comments and suggestions feedback forms and postal boxes – to be used by service users.	Increased opportunities service users to eat more healthily on health boards premises	December 2013	Hotel Services manager
	Patient feedback forms collected, collated and acted on.	Increased opportunities for patients to eat more healthily on health boards premises	Ongoing	Hotel Services manager
Provision of facilities and equipment	Risk assessment undertaken and following actions identified: <ol style="list-style-type: none"> 1. Look into the feasibility of getting second refrigeration unit for storage of sandwiches, rolls, wraps, yogurts, juices currently fully reliant on one unit only. 2. Look into the feasibility of replacing small salad bar – this could be used for deli service/ sandwich bar. It could also be used as salad bar out-with peak times allowing reducing workload 	Reduce risk of having to close canteen. Or reduce risk of running limited canteen service.	December 2013 – April 2014	Hotel Services manager

Action Plan				
Area of activity	Actions	Outcome	Timescale	Responsibility
	<p>on large salad bar. It would also mean there would be a back up to the large salad bar. If this breaks there is currently no back up meaning 4 hour rotation of salad which would result in higher levels of wastage.</p> <p>3. Look into the feasibility of replacing the hot hold plate (current one 12 years old – hot lamps 1 x broken and attempts to fix it have not worked) this equipment keeps all hot dishes hot. Risk if this equipment breaks then significant limit to the choice.</p> <p>4. Look into the feasibility of replacing hot plate griddle. If breaks means that no batch breakfast or made to order dishes can be made.</p> <p>5. Look into the feasibility of changing canteen to one way system, making more accessible for wheelchair users, also less chance of scalding, or knocking into</p>			

Action Plan				
Area of activity	Actions	Outcome	Timescale	Responsibility
	others due to current double back system			
Monitoring	Review and update policy as necessary	Policy updated in timely manner	Every four years	Healthy Eating Review Group
	Action plan monitoring	Policy is being implemented and is effective in meeting its aims and objectives.	Bi-annual meetings from policy approval date	Health Improvement

Appendix B

What is healthy eating?

The following information is for adults only. For information specific to children refer to [NHS Live well](#).

The key to eating healthily is to eat the right amount of food for how active we are and to eat a range of foods to make sure we are getting a balanced diet. The Eatwell plate^{iv} can be used to help get the balance right and makes healthy eating easier to understand as it shows the types and proportions of food we need to have a healthy, balanced diet.

The eatwell plate

Use the eatwell plate to help you get the balance right. It shows how much of what you eat should come from each food group.

FOOD
STANDARDS
AGENCY
food.gov.uk



Portion guidance^v

Bread, rice potatoes, pasta (and other starchy foods):

Aim for at least 6 servings daily, as a minimum.

One serving is:

- 1 slice of bread
- 140g of uncooked potato
- 25g dried rice
- 30g of dried pasta
- 60g oats.

Fruit and Vegetables:

Aim for five or more servings of fruit and vegetables daily (two fruit and 3 vegetables)

A serving of either fruit or vegetables is a cupful and weights approximately 80g.

For fruit one serving is:

- 1 small piece of fresh fruit e.g. apple, orange, banana
- ½ cup large fruit – e.g. melon
- ½ cup grapes, cherries, berries
- 3 tbsp of fresh fruit salad or canned fruit in juice or water
- 1 small glass pure fruit juice
- 6 dried apricots
- 4 dried prunes
- 1½ tbsp dried fruit e.g. raisins, sultanas, dates

For vegetables one serving is

- 1 cup vegetables – raw, cooked, frozen or canned in water
- 1 cup fresh salad
- 3 tbsp sweetcorn or peas
- 3 tbsp uncooked beans, pulses or lentils
- 150 ml vegetable juice

(Fruit or vegetable juice only count as one serving per day)

Meat, fish, eggs, beans (and other non-dairy proteins)

Aim for two to three servings daily

One serving is:

- 50g cooked lean beef, pork, lamb, mince, chicken or oily fish
- 100g of raw meat, poultry or oily fish
- 125g of cooked fish
- 140g of cooked prawns
- 1-2 eggs
- 150g baked beans in tomato sauce, cooked chickpeas, peas and lentils
- 100g soya or tofu
- 40g of nuts, seeds or tahini

Milk and dairy foods

Aim for at least 2 servings daily

One serving is:

- 300ml skimmed milk
- 200ml semi skimmed milk
- 145ml full fat milk
- 295ml soya milk (unsweetened)
- 200ml rice milk (unsweetened)
- 225ml 1% fat milk
- 150g of low fat yogurt or 100g fruit yogurt
- 25g Cheddar
- 35g half fat cheddar
- 30g edam/brie
- 35g camembert
- 50g low fat soft cheese
- 75g of cottage cheese

8 Eatwell Tips

There are 8 simple tips that can be used alongside the Eatwell plate to help us gain a healthy balanced diet.

Tip 1. Base your meals on starchy foods

Starchy foods should make up about a third of the food we eat; these include bread, rice, cereal, pasta and potatoes. We should try to choose wholegrain varieties whenever we can as these foods are digested more slowly so they can help make us feel fuller for longer.

Tip 2. Eat lots of fruit and vegetables

Fruits and vegetables should make up about a third of the food we eat. The easiest way to do this is to have at least five portions of a variety of fruit and vegetables each day. We can choose from fresh, frozen, tinned, dried or juiced.

Tip 3. Eat more fish – including a portion of oily fish each week

Aim for at least two portions of fish a week, including a portion of oily fish. We can choose from fresh, frozen or canned, but remember that canned and smoked fish can be high in salt. Examples of oily fish: Salmon, mackerel, trout, herring, fresh tuna, sardines, pilchards. Examples of non-oily fish: Haddock, plaice, pollock, coley, tinned tuna, halibut, skate, sea bass, hake or cod.

Tip 4. Cut down on saturated fat and sugar

There are two main types of fat - saturated fat and unsaturated. High amounts of saturated fat in the diet can increase the amount of cholesterol in the blood, which increases the chance of developing heart disease. Having unsaturated fat instead of saturated can help lower blood cholesterol. Try to cut down on foods high in saturated fat and have foods high in unsaturated fat instead. The table below gives some examples.

Foods high in Saturated fat	Foods high in unsaturated fat
Meat pies, sausages and meat with visible fat	Oily fish
Coconut oil, coconut cream and palm oil	Avocados
Hard cheese	Nuts
Pastry	Seeds
Cakes and biscuits	Vegetable oils

Dietary sugars, in both food and drinks, have an impact on oral health. Non Milk Extrinsic Sugars (NMES) are the prime contributors to tooth decay. NMES are, in most cases, added to food and drink either by the consumer or manufacturer. It is important to limit the intake of these sugars.

Sugars should comprise less than 10% of our energy value. Frequent consumption of these will lead to tooth decay as the pH level in the mouth is reduced allowing plaque acids to weaken tooth enamel. Therefore the recommendation is to reduce consumption and limit sugars in food and drink to mealtimes only.

Intrinsic sugars, found naturally in whole fruit and vegetables are not considered an oral health risk and these foods are healthy snack options.

Checking food labels will help to establish which foods are high in fat sugar and salt.



Tip 5. Try to eat less salt (no more than 6g a day for adults)

Eating too much salt can raise your blood pressure, high blood pressure increases the chances of developing heart disease or having a stroke compared to people with low blood pressure.

To be sure of the amount of salt we eat remember to read the food labels, using the chart will help us find out which foods are high, medium and low in salt. Food labels will sometimes list salt as sodium. To calculate the salt content from sodium, multiply sodium by 2.5.

Tip 6. Get Active and try to be a healthy weight

It's not a good idea to be either underweight or overweight as both can affect your health. Calculating your Body Mass Index is a good way to check if you are of a healthy weight.

[BMI calculation tool](#). If you have any concerns about your weight visit your GP surgery for more advice.

It's important to eat a variety of types of food so you get all the nutrients your body needs and make healthier choices. Read the food labels and choose low-fat and low sugar varieties. Physical activity is a great way to help us control our weight by burning up calories. We need to be in an energy balance to maintain weight. Eating more than we need will result in weight gain.

Tip 7. Drink plenty of water

We should be drinking 6-8 glasses (1.2 litres) of water, or other fluids, every day to keep us hydrated. Remember to drink more when exercising or in hotter climates but try to avoid fizzy drinks that are high in added sugar.

Tip 8 Don't skip breakfast

Breakfast gives us the best start to the day by giving us energy as well as some of the vitamins and minerals we need for good health.

Skipping breakfast does not help us to lose weight, missing any meals is not a good idea as we can miss out on essential nutrients. Eating well balanced meals at meal times will help control weight because we won't feel the need to snack on high calorie foods.

Appendix C

Overview of Contents Healthy Eating Training

- Bringing up the issue of healthy eating
- What is a healthy, balanced diet?
- The importance of a healthy, balanced diet.
- Nutrition and recovery from illness
- Overview of special diets
- Reading food labels
- Portion size

Appendix D

Patient Feedback (on reverse side of patient menus)

Welcome

Dear Patient,

Our aim is to provide a quality service to all our customers.

To enable us to achieve this we would be grateful if you could write in the space below any comments you may have on the food service.

We will collect the card from your tray when it is returned.

Many thanks
The Catering Team

To help us monitor our service to you, please indicate in the box provided against the categories below:

Meal Presentation	<input type="text"/> /10
Meal Satisfaction	<input type="text"/> /10
Was assistance given? when required	<input type="text"/>

Any additional comments you wish to make:

Name:	Ward

Rapid Impact Assessment Shetland NHS Board

<p>Which groups of the population do you think will be affected by this proposal?</p> <ul style="list-style-type: none"> • minority ethnic people (incl. gypsy/travellers, refugees & asylum seekers) • women and men • people in religious/faith groups • disabled people • older people, children and young people 	<ul style="list-style-type: none"> • lesbian, gay, bisexual and transgender people • people of low income • people with mental health problems • homeless people • people involved in criminal justice system • staff
<p>NB The word proposal is used below as shorthand for any policy, procedure, strategy or proposal that might be assessed.</p>	<p>What positive and negative impacts do you think there may be? There will be positive impacts on all groups in terms of diet and nutrition.</p> <p>Which groups will be affected by these impacts? Patients, NHS Staff and service users.</p>
<p>What impact will the proposal have on lifestyles? For example, will the changes affect:</p> <ul style="list-style-type: none"> • Diet and nutrition? • Exercise and physical activity? • Substance use: tobacco, alcohol or drugs? • Risk taking behaviour? • Education and learning, or skills? 	<p>The policy will have a positive impact on diet and nutrition for staff and patients.</p> <p>The policy will assist in increasing staff and patient's knowledge and awareness of what a healthy diet consists of, the nutritional content of food, and foods which are suitable for special dietetic, ethnic and cultural requirements.</p> <p>Education and learning are key components of this policy. However, it should be ensured that the presentation of information is in line with the NHS Shetland communication strategy. It is clearly stated in the policy that information can be provided in a variety of formats and languages in line with individual needs.</p>
<p>Will the proposal have any impact on the social environment? Things that might be affected include</p> <ul style="list-style-type: none"> • Social status • Employment (paid or unpaid) • Social/family support • Stress • Income 	<p>There will be little impact – positive or negative – on the social environment.</p> <p>This policy aims to influence the eating habits of patients, staff and service users therefore will assist with encouraging everyone to consider their health and their food choices.</p>
<p>Will the proposal have any impact on</p> <ul style="list-style-type: none"> • Discrimination? • Equality of opportunity? • Relations between groups? 	<p>The policy will counteract discrimination and provide equality of opportunity in that there is a commitment to provide food which meets special dietetic, ethnic and cultural requirements for patients, staff and service users.</p>
<p>Will the proposal have an impact on the physical environment? For example, will there be impacts on:</p> <ul style="list-style-type: none"> • Living conditions? • Working conditions? • Pollution or climate change? 	<p>The impact on working conditions should be positive, given the commitment to provide food which meets special dietetic, ethnic and cultural requirements for staff. The policy also ensures a commitment to</p>

<ul style="list-style-type: none"> • Accidental injuries or public safety? • Transmission of infectious disease? 	ongoing provision and promotion of healthy eating options.
<p>Will the proposal affect access to and experience of services? For example,</p> <ul style="list-style-type: none"> • Health care • Transport • Social services • Housing services • Education 	<p>The policy should have a positive impact on access to and experience of health care services. This is because there will be a commitment to provide food which meets specific dietetic, ethnic and cultural requirements for patients, staff and service users, therefore eliminating discrimination and providing equality of opportunity.</p> <p>The policy itself is presented in line with NHS Shetland communication strategy recommendations.</p>

Rapid Impact Checklist: Summary Sheet

Positive Impacts (Note the groups affected)

The policy will have a positive impact on diet and nutrition for patients, staff and service users by encouraging everyone to consider their health and their food choices.

The policy will assist in increasing staff and patient's knowledge and awareness of what a healthy diet consists of, the nutritional content of food, and foods which are suitable for special dietetic, ethnic and cultural requirements. Education and learning are key components of this strategy.

There will be little impact – positive or negative – on the social environment.

The policy will counteract discrimination and provide equality of opportunity in that there is a commitment to provide food which meets special dietetic, ethnic and cultural requirements for patients, staff and service users.

The impact on working conditions should be positive, given the commitment to provide food which meets special dietetic, ethnic and cultural requirements for staff. The policy also ensures a commitment to ongoing provision and promotion of healthy eating options.

Negative Impacts (Note the groups affected)

Nil negative impacts noted.

The policy should have a positive impact on access to and experience of health care services. This is because there will be a commitment to provide food which meets specific dietetic, ethnic and cultural requirements for patients, staff and service users. Therefore opposing discrimination and providing equality of opportunity.

Additional Information and Evidence Required

Recommendations
No negative impacts identified.

From the outcome of the RIC, have negative impacts been identified for race or other equality groups? Has a full EQIA process been recommended? If not, why not?

No negative impacts have been identified therefore a full EQIA is not required.

Signature of Level One Impact Assessor: *Elizabeth Clark*

Date: 26th July 2013

References

ⁱ The Scottish Government (2010) Preventing overweight and obesity in Scotland: A route map: available at <http://www.scotland.gov.uk/Resource/Doc/302783/0094795.pdf> [accessed 15th July 2013]

ⁱⁱ Peersman G, Harden A, and Oliver S (1998) The workplace: a review. Health Education Authority

ⁱⁱⁱ Food Standards Agency available at <http://www.food.gov.uk/scotland/scotnut/eatwellplate/> [accessed 15th July 2013]

^{iv} Food Standards Agency available at <http://www.food.gov.uk/scotland/scotnut/eatwellplate/> [accessed 15th July 2013]

^v Counterweight Limited (2011) The Counterweight Programme: Adult weight management: Reference manual