



Public Health
England

Protecting and improving the nation's health

Healthier and more sustainable catering

A toolkit for serving food to adults

Includes useful information for organisations aiming to meet the Government
Buying Standards for Food and Catering Services

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health, and are a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

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1. Executive summary

- 1.1 This toolkit summarises government dietary recommendations for achieving a healthy diet as described in ‘**Healthier and More Sustainable Catering: Nutrition principles.**’
- 1.2 This toolkit, last published in August 2014, has been updated to reflect changes to government dietary advice. These include the Eatwell Guide,¹ new, lower recommendations for sugar, higher recommendations for fibre and revised advice for intakes of vitamin D in response to the Scientific Advisory Committee’s (SACN’s) Carbohydrates and Health report published in July 2015,² and SACN’s Vitamin D and Health report published in July 2016³. It also includes amendments made to Government Buying Standards for Food and Catering Services (GBSF) criteria for soft drinks since this toolkit was last published. It supports all those working within national and local government, the NHS, voluntary and community sector and food-related businesses who want to offer consumers a choice of affordable, healthy and sustainable food.
- 1.3 Information about good food hygiene and food safety is provided by the Food Standards Agency (FSA).
- 1.4 The information presented in this toolkit supports those who must, or choose to adopt GBSF to help ensure food provided for consumers is produced to higher sustainability and nutritional standards, and to support provision of a more sustainable catering service. Central government procurers directly, or through their catering contractors, are required to apply GBSF. Others are encouraged to follow. The Department for Environment, Food and Rural Affairs (Defra) ‘**A Plan for Public Procurement: Food and Catering**’⁴ makes it easier for procurers and suppliers to meet and exceed the requirements of the GBSF. Key to this is the ‘**Balanced Scorecard for Public Procurement**’, a simple and visual tool underpinned by GBSF which can be used to procure food and catering services by setting technical specifications and evaluating bids, encouraging innovation and best practice beyond the GBSF via use of award criteria.
- 1.5 Summary information is included to help those buying, preparing and serving food to meet GBSF and for those who wish to go further. **Supporting tools** are also available to guide all those responsible for food to achieve healthier, sustainable provision. These include:
- GBSF checklist. This tool will help you identify which aspects of your current procurement and service you may need to address in order to meet all GBSF criteria

- information for those involved in commissioning of food and catering services
- information for those involved in purchasing of foods and ingredients
- examples of healthier, more sustainable catering practice within this toolkit
- healthier more sustainable catering checklist to help identify which aspects of your current procurement and service you may need to address to meet PHE catering guidance with links to supporting tools to facilitate this

1.6 A **quick guide** to healthy eating messages, including information on nutrient requirements for different population groups is also available.

2. Introduction

Why is this toolkit important?

- 2.1 The public sector spends about £2.4bn per annum procuring food and drink catering services which represents approximately 5.5% of UK food service sector sales⁴.
- 2.2 It is estimated that costs to the NHS of treating obesity is £6.1 billion per year⁵.
- 2.3 Organisations serving or selling foods to adults can enable positive changes to the diet of the nation by reducing foods high in saturated fat, salt and free sugarsⁱ and increasing provision of higher fibre foods, fruit, vegetables and oily fish.
- 2.4 This includes government departments, hospitals, residential care homes, local authorities, prisons, other workplaces, community venues such as temples and museums, and educational establishments such as universities and further education colleges.
- 2.5 The practical guidance included in this toolkit enables organisations to offer people a 'healthy food experience' that is a selection of food and drink which meets their daily nutritional needs in a sustainable way, and supports those who must meet, or who voluntarily adopt GBSF.

Who is this toolkit for?

- 2.6 This toolkit will be of interest to:
- those involved in commissioning catering services for large organisations
 - catering managers, chefs and cooks responsible for the preparation, cooking and serving of food
 - caterers, procurement and sustainability managers within organisations that must meet or have voluntarily chosen to adopt GBSF
 - those responsible for purchasing food or food ingredients for use in catering
 - organisations, caterers and procurement managers with an interest in delivering healthier and more sustainable catering either within the workplace or in the wider catering industry

ⁱ 'Free sugars' are defined as sugars (all monosaccharides and disaccharides) added to foods by the manufacturer, cook or consumer, plus those naturally present in honey, syrups and unsweetened fruit juices. Lactose (milk sugar) when naturally present in milk and milk products and sugars contained within the cellular structure of foods (particularly fruits and vegetables) are excluded from this definition.

- public health professionals advising organisations on how to meet healthier standards
- businesses developing new foods for the general public

What information does this toolkit contain?

2.7 This toolkit contains practical information and useful tips to help those within organisations to buy, cook and serve healthier, more sustainable food.

2.8 The guidance does not make recommendations for individuals or groups with clinical conditions who may require specialised dietary interventions.

2.9 Information on cultural/religious needs, allergy and calorie labelling is also covered.

2.10 Additional information on food hygiene and food safety is included in the appendices.

2.11 Practical information included in this toolkit refers to **Government Buying Standards for Food and Catering Services** (GBSF – see Appendix 1).

2.12 GBSF ensures that:

- foods procured are served to higher nutritional standards
- foods are produced to higher sustainability standards
- procurement of catering operations meets higher sustainability standards, eg through reducing food waste

3. Background

Diet and health

3.1 Data from the National Diet and Nutrition Survey (NDNS)⁶ of adults tells us that, on average, the population consumes too much saturated fat, salt and sugar, and eats too little fibre, fruit and vegetables and oily fish than is recommended. We also know that some sections of the population have intakes of some vitamins and minerals below recommended levels.

3.2 Diets high in salt, saturated fat and red and processed meat, but low in fish, fruit, vegetables and fibre increase the risk of high blood pressure, cardiovascular disease, type 2 diabetes and some cancers^{2,7,8,9,10,11,12}. Consuming foods and drinks that are high in fat and free sugars too frequently can contribute to excess energy intake and therefore may lead to weight gain. Obesity carries with it many negative effects on health. Consuming too many foods and drinks high in sugar can also lead to tooth decay and consumption of sugars-sweetened drinks has been associated with an increased risk of type 2 diabetes².

3.3 The government recommends that everyone:

- eat at least five portions of a variety of fruit and vegetables every day
- base meals on potatoes, bread, rice, pasta or other starchy carbohydrates; choosing wholegrain versions where possible
- have some dairy or dairy alternatives (such as calcium-fortified soya drinks); choosing lower fat and lower sugar options
- eat some beans, pulses, fish, eggs, meat and other proteins. This includes at least two portions of fish every week, one of which should be oily. If consuming more than 90g of red or processed meat per day, to try to cut down to no more than 70g per day on average
- choose unsaturated oils and spreads and eat in small amounts
- drink six to eight cups/glasses of fluid every day

If consuming foods and drinks high in fat, salt or sugar, have these less often and in small amounts.

3.4 These government recommendations are reflected in the Eatwell Guide (see Figure 1). The Eatwell Guide shows the proportions in which different types of foods are needed to have a well-balanced and healthy diet. The proportions shown are representative of food consumption over the period of a day or even a week, not necessarily each meal time.

Figure 1: The Eatwell Guide



Key nutrition principles

- 3.5 Key nutrition principles for establishing nutrient-based standards for specific population groups are available. These principles will be of particular interest to those involved in the development of nutritionally balanced menus.
- 3.6 These principles define a population requirement which is the Dietary Reference Value for each nutrient listed as a minimum, average or maximum provision. In addition, targets are set as a guide to help reduce intakes for those nutrients where intakes are in excess of dietary recommendations, and increase intakes for those nutrients where intakes are insufficient, taking care not to encroach upon maximum safe levels of intake. It is important to recognise that low intake of a nutrient does not necessarily indicate a deficiency.
- 3.7 Table 1 sets out nutrient-based standards for mixed adults aged 19 to 74 years calculated in line with these principles. In 2011, SACN published revised energy reference values which set the energy intake required to maintain a healthy body

weight in otherwise healthy people based on estimates of physical activity levels considered to be representative of the UK population at that time¹³. The updated SACN energy requirements for men and women are slightly higher than previously recommended. However, in light of the high levels of overweight and obesity in the UK population, the government continues to advise that, as a guide, men and women should consume 10.5MJ (2500kcal) per day and 8.4MJ (2000kcal) per day, respectively. These values are readily understood, are not meaningfully different to SACN's updated recommendations and are the basis of the average population energy requirement provided in Table 1 (9.4 MJ/2250kcal per day).

Table 1. Nutrient-based standards for adults aged 19 to 74 years

Nutrient	Population requirement (provided as daily averages over seven days)	Recommended target for areas of excess or insufficiency (provided as daily averages over seven days)
Energy* (MJ/kcal)	9.4/2250	Not set
Total fat** (g)	Max 87.5	Not set
Saturated fat** (g)	Max 27.5	Less than 27.0
Carbohydrate** (g)	Min 300	Not set
Free sugars** (g)	Max 30	Not set
Fibre (as AOAC) (g)	30	More than 31
Protein (g)	Min 50	Not set
Sodium (mg)	Max 2400	Less than 2352
Salt equivalent (g)	Max 6.0	Less than 5.9
Calcium (mg)	700	More than 700
Copper (mg)	1.2	Not set
Iodine (µg)	140	More than 140
Iron (mg)	14.8	More than 14.8
Magnesium (mg)	300	More than 300
Potassium (mg)	3500	More than 3500
Selenium (µg)	75	More than 75
Zinc (mg)	9.5	More than 9.5
Vitamin A*** (µg)	700	More than 700
Thiamin (mg) ^α	1.0	Not set
Riboflavin (mg)	1.3	More than 1.3
Niacin equivalent ****(mg) ^α	16.5	Not set
Vitamin B6 (mg)	1.4	Not set
Vitamin B12 (µg)	1.5	Not set
Folate (µg) ^β	Min 200	Not set
Vitamin C (mg)	40	Not set
Vitamin D (µg)	10 ^γ	Not set

µg = micrograms. 1000 micrograms = 1 milligram (mg).

* If only considering adults aged 60 to 74 years average energy requirement is lower.

** Calculated as a percentage of energy requirement (ie 9.4MJ/2250kcal) assuming no energy contribution from alcohol.

*** Retinol equivalents = Retinol + (beta-carotene divided by 6).

**** Niacin equivalent = niacin + (tryptophan divided by 60).

^a Thiamin and niacin equivalent Dietary Reference Values are linked to energy requirements. Thiamin and niacin equivalent recommendations have been re-calculated based on revised Dietary Reference Values for energy published by SACN in 2011.¹³

^β Women who could become pregnant or who are planning a pregnancy are advised to take an additional 400µg of folic acid per day as a supplement from before conception until the 12th week of pregnancy to help prevent a pregnancy affected by a neural tube defect. 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. See para 3.9 for further details.

^γ Some population groups may not be able to obtain enough vitamin D from sunlight and are advised to take a dietary supplement containing 10µg per day. See para 3.9 for further details.

3.8 The nutrient-based standards for adults aged 19 to 74 years shown in Table 1 are for illustrative purposes only. Insufficiencies for adults can include the micronutrients for which recommended targets have been set in Table 1. However, nutrient-based standards should be determined based on nutrient requirements and potential nutrient insufficiencies for different population groups. Registered nutritionists or dietitians are able to develop appropriate nutrient-based standards for particular groups reflecting current evidence of nutrient intake (eg using current data from the government's National Diet and Nutrition Survey) and nutrient requirements.

3.9 Certain groups within the population may have particular dietary requirements that are not easily met within a planned menu. In some settings, targeted advice to these groups may be possible or appropriate. Caterers need to ensure that they cater for people with specific medical needs as they may have different requirements – these should be met on an individual basis. Some groups may also need to take supplements. For adults, these include:

Folic Acid

- women who could become pregnant or who are planning a pregnancy are advised to take an additional 400 micrograms (µg) of folic acid per day as a supplement from before conception until the 12th week of pregnancy to help prevent a pregnancy affected by a neural tube defect. In addition to this, they should also eat folate rich foods such as green vegetables, some fruits (oranges for example), and fortified breakfast cereals (making a total of 600µg of folate per day from both folate rich foods and a folic acid supplement)

- women who have an increased risk of having a pregnancy affected by a neural tube defectⁱⁱ are advised to take a higher dose of 5 milligrams (5mg) of folic acid each day until they are 12 weeks pregnant

Vitamin D

- it is recommended³ that everyone aged five years and above including pregnant and breastfeeding women should consider taking a supplement containing 10µg of vitamin D per day. This is due to the fact that vitamin D is only found in a small number of foods and so it might be difficult to get enough from foods that naturally contain vitamin D and/or fortified foods alone. This recommendation refers to the average amount of vitamin D consumed over a period of time (eg a week) and takes account of day to day variations in vitamin D intake. There are separate recommendations for children from birth to four years of age
- between late March/early April and the end of September, the majority of people aged five years and above will probably obtain sufficient vitamin D from sunlight when they are outdoors so they might choose not to take a vitamin D supplement during these months
- however, some groups of people will not obtain enough vitamin D from sunlight because they have very little or no sunshine exposure. People from these groups should take a daily supplement containing 10µg vitamin D throughout the year. They are:
 - people who are seldom outdoors such as frail or housebound individuals and those who are confined indoors eg in institutions such as care homes
 - people who habitually wear clothes that cover most of their skin while outdoors
- people from minority ethnic groups with dark skin such as those with African, African-Caribbean and South Asian origin might not get enough vitamin D from sunlight in summer, so they should consider taking a daily supplement containing 10µg vitamin D throughout the year

ⁱⁱ Women are at an increased risk of having a pregnancy affected by a neural tube defect if they or their partner have a neural tube defect, they previously had a pregnancy affected by a neural tube defect, they or their partner have a family history of neural tube defects or if they have diabetes. Women should also consult their GP for advice if they are taking anti-epileptic medication, as they may also need to take a higher dose of folic acid.

4. Taking action

Offer balance and variety

- 4.1 Healthier and more sustainable catering practice starts with senior leadership commitment to change, organisational buy-in and a plan designed around this. This commitment should be described in the organisation's food policy. The accompanying implementation plan should incorporate a review of procurement systems and processes, menu development and a communications plan that promotes healthier and more sustainable food practices to the public. All individuals involved in catering should be aware of and working towards the whole plan. The Association for Nutrition have developed 'workforce competence models' to guide the development of food and nutrition related training. These can be used when developing training for staff who are involved in, or are responsible for commissioning, preparing and serving healthier, more sustainable foodⁱⁱⁱ.
- 4.2 Through careful buying of foods and ingredients, procurement managers, menu planners and catering managers can reduce the salt, saturated fat and free sugars content and increase the fibre, fruit, vegetables and oily fish in the food they provide. By doing this they can make a positive impact on the dietary health of those who consume the food provided. This is particularly true where people eat most or all of their food in such settings, eg within residential settings.
- 4.3 Most organisations have contracts with companies that supply catering goods and services. It is important that mandatory and/or best practice criteria are included in contract specifications. These standards can be clearly set out to contractors and suppliers from the beginning of the procurement process, as well as throughout the contract management phase. This applies to both procuring goods (equipment, ingredients and food products) and catering services (chefs and catering support staff).
- 4.4 A healthier menu is varied and balanced, uses a range of cooking methods and includes appetising food and drink. It does not exclude or ban foods that are higher in fat, salt and free sugars or methods of cooking like frying. However, it does offer choice and variety.
- 4.5 Table 2 provides ideas on how to start planning a healthier, more sustainable catering facility. A description of each food group is provided followed by tips on

ⁱⁱⁱ Further information about the Association for Nutrition workforce competence models are available at: www.associationfornutrition.org/Default.aspx?tabid=300

choosing, cooking and serving foods as well as guidance on allergies, food safety and cultural preferences.

- 4.6 The term 'Vulnerable groups' is used throughout Table 2 where this refers specifically to persons that are at greater risk from food poisoning (usually babies and children under five, pregnant women, the elderly, and those which are otherwise immuno-compromised such as those with some chronic, long-term illnesses). These persons should avoid, or should not be fed, certain higher-risk foods and these are identified below in the relevant sections.
- 4.7 Appendices 2 to 4 provide additional information on fruit and vegetables, food hygiene and allergen labelling. The FSA provides advice for food businesses on good food hygiene at Appendix 3, including how to handle foods that need extra care, cleaning, cooking and food storage; advice on allergens is also available at Appendix 4.
- 4.8 Examples of healthier, more sustainable catering practice, including from PHE's own staff buildings, Hull and East Yorkshire Hospitals NHS Trust and the British Heart Foundation's 'Social Cooking Project', demonstrate how it is possible to offer a range of healthier food options within a diverse range of settings. The examples that follow include those from settings where GBSF standards in place, at the time, were met.

Government agency's catering service is leading by example

Catering services in PHE's own staff buildings are provided by Catering Academy through Facilities Management Company EMCOR. EMCOR and Catering Academy have worked together with PHE to deliver a food service fully compliant with GBSF standards from the first project in 2014. Since then, significant achievements include the reduction in salt, fat and sugar consumption across both sites. Both partners will continue to do this as the standards develop and evolve.

PHE staff restaurants offer diners several types of meal choice, with a hot counter, a deli for freshly made sandwiches and soups, a salad bar and a 'Grab and Go' area for snack items such as yoghurts, fruit salads and made on site pre-packed sandwiches along with various meal deals, promotions and specials focusing on seasonal produce and relevant special events. Customers are offered foods that support healthy eating choices. A full range of hospitality services are also offered under the same criteria.

Achievements around supporting healthy eating are matched by sustainability standards. For example, all eggs are free range, fish is certified sustainable and tea/coffee is certified as Fairtrade. Food waste has been reduced to around 3% or less and is digested into compost at one of two sites. The vast majority of the food is freshly prepared, with the emphasis on menus that promote seasonal produce. All sauces, soups and stocks are made on site and no ready meals are bought in. Both sites are supported by a Regional Development Chef to aid compliance.

All snack and beverage lines are carefully selected and monitored to ensure compliance to the guidelines and support the overall objective of providing a healthier choice offering only sugar free drinks and providing confectionery in the smallest standard serving size. This has resulted in significant reduction in sugar consumption via beverages, reducing levels by over 60% from those in 2015 without any detriment to sales levels or costs to the consumer or PHE.

Regular newsletters and events, along with an extremely successful Food Forum at Colindale which, in 2016, will be duplicated in Porton, supported by the Catering Academy Company Nutritionist, help raise awareness among PHE staff of the benefits of healthy eating. Chefs are trained in GBSF and supported with tools such as a seasonality calendar and NVQ level 2 and 3 of Healthier eating and Nutrition as underpinning knowledge.

Since the implementation in 2014, increased costs associated with some of the changes, along with increases in national living wage have been offset and absorbed by improving customer satisfaction. This has resulted in increasing revenues driven both from existing customers spending more with the improved ranges, and new customers choosing to use the services rather than bring in packed lunches, ensuring no increase in costs at either PHE site for three years.

See Appendix 6 for contact details.

Table 2. Food-based guidelines for caterers to choose, cook and serve healthier food to adults

Potatoes, bread, rice, pasta and other starchy carbohydrates	
Guidance	<ul style="list-style-type: none"> • Starchy foods should make up just over a third of the food we eat • Offer higher-fibre wholegrain varieties wherever possible (Higher fibre options include wholemeal breads, breads made with a combination of white and wholemeal flour with or without added fibre, brown rice, wholewheat pasta and wholewheat/wholegrain breakfast cereals – offer low fat, salt and sugar varieties) • Offer potatoes cooked with skins on for more fibre
What foods are included?	<ul style="list-style-type: none"> • All breads including wholemeal and granary bread, pitta bread, chapattis, tortillas and bagels • Potatoes, plantain, yam, sweet potato, squash and cassava (where sweet potato or squash are eaten as a vegetable portion to a main meal, they do not count as a starchy food) • Breakfast cereals • All rice, couscous, bulgar wheat, semolina, tapioca, maize, cornmeal, quinoa • All noodles (including rice, soba and egg noodles) and pasta • Other grains eg oats, millet, barley, buckwheat, rye, spelt, bulgar (cracked wheat)
Why are these foods important?	<ul style="list-style-type: none"> • Foods from this group are a good source of energy and the main source of a range of nutrients in the diet • As well as starch, these foods supply fibre. Fibre helps to keep bowels healthy and helps prevent constipation. A diet rich in dietary fibre is also associated with a reduced risk of heart disease, stroke, type 2 diabetes and bowel cancer • These foods can also provide a good source of folate, riboflavin and iron

Tips on choosing starchy foods	<ul style="list-style-type: none"> • Ask suppliers for information on the salt, fat, saturated fat and sugars in their products. Use Tables 3 and 4 to identify products as 'high, medium or low' in salt, fat, saturated fat and sugars • Choose products that meet salt targets^{iv} <p>Bread</p> <ul style="list-style-type: none"> • Choose a variety of breads – including wholegrain, brown, wholemeal, granary and seeded • Look for bread made with a combination of white and wholemeal flour with or without added fibre for customers who do not like brown or wholemeal bread • Choose lower salt bread where possible <p>Flour</p> <ul style="list-style-type: none"> • Wholemeal flour can be used for some recipes or used to replace some of the white flour to add folate, iron and fibre to the dish <p>Breakfast cereals</p> <ul style="list-style-type: none"> • Choose fortified breakfast cereals as they can be a good source of vitamin D, folate and iron • Include cereals which are higher fibre and cereals with added dried fruit and nuts • Remove cereals that are high in salt and added sugar <p>Potatoes</p> <ul style="list-style-type: none"> • Potatoes are a useful source of folate • Offer a variety of starchy foods with main meals including potatoes, rice, pasta, noodles and other grains • Aim for a golden yellow colour when frying, baking, toasting or roasting starchy foods to minimise the levels of acrylamide produced^v
Tips on cooking and serving foods	<ul style="list-style-type: none"> • Offer a variety of starchy foods with main meals including potatoes, rice, pasta, noodles and other grains • Aim for a golden yellow colour when frying, baking, toasting or roasting starchy foods to minimise the levels of

^{iv} Salt targets to be met by 2017 were published in March 2014. GBSF criteria relate to the targets to be met by 2012. Where products meeting the 2017 targets are available these should be purchased in preference.

^v Acrylamide is a chemical substance formed by a reaction between amino acids and sugars. It typically occurs when foods with high starch content, such as potatoes and bread, are cooked at high temperatures (over 120°C) in a process of frying, roasting or baking. For more information on acrylamide visit: www.food.gov.uk/science/acrylamide-0

	<p>acrylamide produced^{vi}</p> <p>Bread</p> <ul style="list-style-type: none"> • Use thick cut bread for sandwiches • A variety of breads should be available daily as starters or meal accompaniments • Try not to add too much fat, eg butter/spreads on bread, mayonnaise in sandwiches • Use combinations of wholemeal and white bread in sandwiches to encourage consumption of wholemeal varieties <p>Breakfasts</p> <ul style="list-style-type: none"> • Offer a variety of breakfast cereals (preferably fortified including high fibre, low sugar varieties), porridge and/or bread at breakfast • Oats can be served in a variety of ways including porridge, granola and bircher muesli • Restrict cake style muffins and pastries and offer a range of bread instead including wholemeal, granary, brown, seedy, fruity and bagels • If offering a traditional English breakfast, use wholemeal toast rather than fried bread or waffles <p>Potatoes</p> <ul style="list-style-type: none"> • Boil potatoes in the minimum amount of water and for the shortest amount of time or steam them to retain vitamins • Do not add salt to the cooking water or prior to serving • Use skimmed or semi-skimmed milk rather than butter or margarine to mash potatoes to smoothness • Roast potatoes in small amounts of vegetable oil. Brush the oil on to potatoes rather than pouring over to use smaller amounts • Try to cut down on the amount of fried potatoes offered, such as chips and reconstituted potato dishes. Offer mash, steamed/boiled new potatoes, baked potatoes, and oven baked potato products as alternatives • Choose thick cut chips or potatoes wedges instead of thin cut chips. They absorb less oil when cooking, or use oven
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^{vi} Acrylamide is a chemical substance formed by a reaction between amino acids and sugars. It typically occurs when foods with high starch content, such as potatoes and bread, are cooked at high temperatures (over 120°C) in a process of frying, roasting or baking. For more information on acrylamide visit: www.food.gov.uk/science/acrylamide-0

	<p>chips</p> <ul style="list-style-type: none"> • Pre-blanch chips in steamers before frying to reduce the amount of oil absorbed • Use baked products where possible instead of frying as they are likely to contain less fat; compare product labels for more information • Use sweet potatoes as an alternative. These can also be boiled, mashed, roasted and turned into wedges <p>Pasta, rice and other grains</p> <ul style="list-style-type: none"> • Do not add salt to water when cooking pasta, rice and other grains. Herbs, spices, garlic, vegetables, dried fruit, seeds and nuts can be used during or after cooking to add flavour • Use more starchy foods eg pasta in relation to meat/rich sauces in lasagne, potato to meat in cottage pie, sausages and mash – have more of the mash and include vegetables for a balanced meal • Serve boiled/steamed rice or Indian breads with curries, rather than poppadums, fried Indian breads or fried rice • Choose tomato and vegetable based sauces in preference to creamy, buttery sauces where appropriate • Rice or other grains can make filling salads and meals, eg rice salads, pearl barley risottos and bulgar salads • Add pulses like beans and lentils to casseroles, stews and curries to increase fibre content <p>When frying starchy foods</p> <ul style="list-style-type: none"> • Make sure the oil used for frying is at the correct temperature – this reduces the amount of fat absorbed • Drain/blot fried foods before serving
<p>Food allergy and intolerance tips</p>	<ul style="list-style-type: none"> • Be aware of adults who have food sensitivities such as food allergy, intolerances or coeliac disease (also known as gluten intolerance). Those with food hypersensitivities can react to tiny amounts of the offending food, food allergens cannot be cooked out to make them safe, so make sure you: <ul style="list-style-type: none"> - Check the ingredients list and recipe - Clean preparation surfaces and cooking equipment prior to cooking food for those with food allergies - Those with coeliac disease need to avoid all cereals containing gluten (wheat, oats, barley or rye). Alternative foods made from maize (ie polenta), rice, rice flour, potatoes, potato flour, buckwheat, sago, tapioca, soya and soya flour are available. Seek expert advice from a dietitian

	where necessary. Some gluten-free foods are available on prescription
Food safety tips	<ul style="list-style-type: none"> • Rice can contain spores of <i>Bacillus cereus</i>, bacteria that can cause food poisoning. When rice is cooked, the spores can survive. So if it is left standing at room temperature, the spores will germinate, multiply and may produce toxins (poisons) that cause either vomiting or diarrhoea. Reheating will not get rid of the toxin • Low numbers of <i>Bacillus cereus</i> will not make someone ill, but if food contains high numbers of the bacteria, or if a toxin has been produced, it could cause food poisoning. The longer that food is left at room temperature, the more likely it is that bacteria, or the toxins they produce, could make food unsafe • Ideally, rice should be served directly after cooking. If this is not possible it should be cooled within an hour and kept in the fridge until reheating (for no more than one day) • If you reheat rice, make sure it is very hot (steaming) all the way through. Do not reheat rice unless it has been chilled down safely and kept in the fridge until you reheat it. Do not reheat rice more than once
GBS for food and catering services (relevant criteria)	<ul style="list-style-type: none"> • Boiled starchy foods eg potatoes, rice, pasta and grains are cooked without added salt • At least 50% of breakfast cereals (procured by volume) are higher fibre (ie more than 6g/100g) and do not exceed 22.5g/100g total sugars • At least 50% of breads, breakfast cereals and pre-packed sandwiches (procured by volume) meet the salt targets and all stock preparations are lower salt varieties (ie below 0.6g/100ml reconstituted) • Meal deals include a starchy carbohydrate

Fruit and vegetables	
Guidance	<ul style="list-style-type: none"> • Fruit and vegetables should make up just over a third of the daily diet • Offer at least five different portions of fruits and vegetables every day • A portion of fresh or cooked fruit or vegetables should be about 80g (see Appendix 2) • Limit consumption of unsweetened 100% fruit/vegetable juice or smoothies to a combined total of no more than one portion (150mls) per day and consume at mealtimes to reduce the risk of tooth decay • A portion of dried fruit is around 30g but it is recommended that dried fruit is only consumed at mealtimes as it can stick to teeth, increasing the risk of tooth decay
What foods are included	<ul style="list-style-type: none"> • All types of fresh, frozen, tinned, juiced and dried fruit • All types of fresh, frozen, juiced and tinned vegetables • 150ml unsweetened 100% fruit and vegetable juices or smoothies count as one portion. Limit to a combined total of one portion (150ml) a day • Watch out for drinks that say 'juice drink' on pack. They're unlikely to count towards your 5 A Day and can be high in sugar • Beans and pulses are also included but, again, only count as a maximum of one portion per day
Why are they important	<ul style="list-style-type: none"> • Fruit and vegetables are good sources of many vitamins (including folate), minerals and fibre • There is evidence that consuming more than 400g (five portions) of fruit and vegetables every day may reduce the risk of developing chronic diseases such as coronary heart disease and some cancers • Fruit and vegetables are very low in fat
Tips on choosing foods	<ul style="list-style-type: none"> • Ask suppliers for information on salt, fat, saturated fat and sugar in their products • Use Tables 3 and 4 to classify products as 'high, medium or low' in salt, fat, saturated fat and sugars • Choose products that meet salt targets^{vii} (eg for tinned products) • Buy tinned fruit in juice rather than in syrup

^{vii} Salt targets to be met by 2017 were published in March 2014. GBSF criteria relate to the targets to be met by 2012. Where products meeting the 2017 targets are available these should be purchased in preference.

	<ul style="list-style-type: none"> • Buy tinned vegetables and pulses in water, with no added salt or sugar • Fruit and vegetables that are useful sources of iron include dark green leafy vegetables, broccoli, dried apricots and raisins, blackcurrants and broad beans • Fruit and vegetables that are useful sources of folate include green leafy vegetables, broccoli, brussels sprouts, peas, asparagus and oranges • When sourcing fresh fruit and vegetables choose those that have been grown in season using a seasonality guide • When buying fruits and vegetables grown abroad consider fairly traded options. Visit Fair Trade or Rainforest Alliance certified produce
Tips on cooking and serving foods	<p>Storing and preparation</p> <ul style="list-style-type: none"> • Use fresh fruit and vegetables as soon as possible, rather than storing them, to avoid vitamin loss. Alternatively, use frozen fruit and vegetables • Store fresh vegetables in a cool, dark place • Avoid leaving any cut vegetables exposed to air, light, heat or leaving them to soak. Cover and chill them <p>Cooking and including fruit and vegetables in dishes</p> <ul style="list-style-type: none"> • Steaming and cooking vegetables with minimum amounts of water (with no added salt), for as short a time as possible and serving as soon as possible will help retain vitamins • Vegetables can also be stir-fried, grilled and roasted in a small amount of oil • Pureed stewed fruit can be offered with custard, yoghurt or ice cream as dessert • Add vegetables and pulses to stews, casseroles or other dishes and offer a variety of vegetables at main meals • Incorporate fruit into other desserts and dishes, including cold starters and savoury dishes (eg citrus chicken, serving apple sauce with pork, dried fruits like apricots, and raisins in Moroccan style tagines and casseroles) • Add vegetables in rice eg mushrooms, peas, sweetcorn, peppers <p>Serving</p> <ul style="list-style-type: none"> • Offer a variety of dried fruits to add to cereal options and porridge and include dried fruit in cakes and desserts • Aim for one or two portions with each meal and offer fruit as a snack

	<ul style="list-style-type: none"> • Offer a variety of salads by combining vegetables and fruits with nuts, seeds, noodles, quinoa, bulgar and couscous eg roasted vegetables and couscous. Use lower fat salad dressings • Always have appealing, blemish free, ripe fresh fruit on display • Provide easy access to fresh fruit salads in take away containers. Some people prefer chopped fruit rather than whole fruit • Offer fruit and vegetables as prominently as other snack foods • Control the amount of fat or rich sauces added to vegetables (such as carrots glazed with butter) • Do not add sugar or syrupy dressings to fruit (such as stewed apple) • If you offer any kind of 'meal deal', ensure that you include at least one portion of vegetable and a portion of fruit • Make a portion of fruit cost less than a portion of hot or cold dessert • Place fruit conveniently and prominently with other snack foods • Offer fruit based desserts. Government Buying Standards for Food and Catering Services suggest at least half of desserts are fruit based (that is have half raw weight of ingredients as fruit)
Tips on food-related customs	<ul style="list-style-type: none"> • Some people such as Jains are vegetarian and do not eat root vegetables • Caterers should check with individual customers about their needs
Allergy tips	<ul style="list-style-type: none"> • EU regulation states 14 foods which can cause allergic reactions, including celery and celeriac. Where someone declares an allergy, check your food does not contain these ingredients • Some people can be allergic to certain fruits, such as apples, peaches, melon, mango, pineapple and kiwi. Allergy to fruits can be linked to pollen allergy and hay fever
Food safety tips	<ul style="list-style-type: none"> • Most fresh fruits and vegetables grown outdoors can occasionally harbour potential food poisoning micro-organisms which are present in soil, air and water. So produce intended to be eaten raw can be made safer by using hygienic growing practices and careful washing of fruit and vegetables with water • Where produce is obtained directly from growers, enquiries should be made to determine the hygiene practices on the farm, including whether or not the farm is a member of an

	<p>assurance scheme</p> <ul style="list-style-type: none"> • If required, wash fruit and vegetables to be eaten raw with water before serving
GBS for food and catering services (relevant criteria)	<ul style="list-style-type: none"> • At least 50% of the volume of desserts available is based on fruit, which can be fresh, canned in fruit juice, dried or frozen • Vegetables are cooked without added salt • A portion of fruit is cheaper than a portion of hot or cold dessert • Meal deals include vegetables and one portion of fruit

Dairy and alternatives	
Guidance	<ul style="list-style-type: none"> • Moderate amounts should be offered each day as milk in drinks, cheese, yoghurt or milk-based puddings and sauces • Where appropriate choose lower fat, salt and sugar options or use higher fat/salt/sugar options in smaller amounts or less frequently
What foods are included	<ul style="list-style-type: none"> • All types of milk, including dried milk, reduced fat milk, goat's and sheep's milk • Cheeses eg cheddar, cottage cheese, cheese spreads, Edam, goat's cheese, stilton • Yoghurt (fruit or plain, whole milk or low-fat), or fromage frais • Milk-based sauces, custard and milk puddings • Calcium-fortified soya drinks
Why are they important	<ul style="list-style-type: none"> • Milk and dairy products are excellent sources of calcium, which is needed for optimal bone strength as well as a source of protein and vitamin B12 • The fat content of different dairy products varies, and much of this is saturated fat, so use lower fat options where possible • Fortified dried milks are a good source of vitamin D • Milk, cheese and yoghurt are useful sources of riboflavin
Tips on choosing foods	<ul style="list-style-type: none"> • Dairy products can be high in fat, salt and sugar. Ask suppliers for information on salt, fat, saturated fat and sugar content of their products • Use Tables 3 and 4 to classify products as 'high, medium or low' in salt, fat, saturated fat and sugar • Choose products that meet salt targets^{viii} wherever possible • Dairy products can make a large contribution to the saturated fat content of your menu. Often, products are available that are lower in fat and saturates and can easily be incorporated into the menu • Consider switching to semi-skimmed, 1% or skimmed milk • Milk drinks such as milkshakes and yoghurt drinks can be high in added sugars, so choose varieties that are lower in sugar • Choose a variety of cheeses to vary the fat content. Hard cheeses such as cheddar tend to be higher in saturated fat than softer cheese such as Edam and Brie • Crème fraiche and soured creams are available in lower fat varieties and can be used with little difference to the taste of

^{viii} Salt targets to be met by 2017 were published in March 2014. GBSF criteria relate to the targets to be met by 2012. Where products meeting the 2017 targets are available these should be purchased in preference.

	<p>the recipe</p> <ul style="list-style-type: none"> • Hard, cheddar-style cheese, used for general cooking use in catering kitchens, is available in lower fat varieties
Tips on cooking and serving foods	<ul style="list-style-type: none"> • Use fromage frais, quark or plain yoghurt in dishes in place of some of the cream (taking care not to alter the taste or appearance of the dish) • Offer frozen yoghurts as an alternative to ice cream, to reduce fat content • Use lower fat milk in sweet and savoury sauces, custard and puddings • Use béchamel sauce, instead of cheese sauce, for dishes covered in cheese (eg lasagne) • Use reduced fat cheese in sandwiches, on cheese boards, in sauces, and for toppings on hot dishes like jacket potatoes, gratins etc • Use smaller amounts of stronger tasting cheese to provide flavour. This helps lower salt and fat content of dishes • Grate cheese for use in salads, sandwiches and fillings; you will tend to use less • Use plain yoghurt and fromage frais instead of cream, soured cream or crème fraîche • Use lower fat milk when making milky drinks such as lattes and hot chocolate
Tips on food-related customs	<ul style="list-style-type: none"> • People who identify themselves as vegans, including some Rastafarians and Jains, will not consume milk products • Jewish law forbids eating a mixture of milk and meat • Caterers should check with the individual customer about their needs, or should invite individuals concerned to specify dietary preferences in advance of using catering facilities
Allergy tips	<ul style="list-style-type: none"> • Some people are allergic or intolerant to milk and will need to avoid all milk products, including yoghurts and cheese • This includes milk from other species such as sheep and goats as well as cows' milk • There are a number of dairy alternative products such as soya or rice drinks. Choose alternatives that are fortified with nutrients such as calcium
Food safety tips	<ul style="list-style-type: none"> • Unpasteurised (raw) milk and products made from unpasteurised milk, such as cheeses, may contain micro-organisms harmful to health and the FSA advice is that it should be avoided by vulnerable groups • Milk and dairy products should always be refrigerated according to the manufacturer's instructions, which generally includes storing at temperatures below 8°C (ideally between

	<p>0°C and 4°C)</p> <ul style="list-style-type: none"> • Vulnerable groups should avoid unpasteurised and soft mould-ripened cheese (eg Camembert, Brie and soft blue-veined cheeses). These cheeses should be clearly labelled as they are more inclined to allow the growth of bacteria such as <i>Listeria</i>. Vulnerable groups are more susceptible to complications of food poisoning bacteria
GBS for food and catering services (relevant criteria)	<ul style="list-style-type: none"> • At least 50% of hard yellow cheese has a maximum total fat content of 25g/100g • At least 75% of milk is reduced fat

Beans, pulses, fish, eggs, meat and other proteins	
Guidance	<ul style="list-style-type: none"> • A source of protein from this food group should be offered at all main meals • Fish should be offered at least twice a week, one of which should be oily (a typical portion is about 140g) • Meat and fish alternatives for vegetarians and vegans should be varied and a variety of foods from this group should be used. Cheese may be used as a substitute for vegetarians. However, it should not be used too often as a source of protein as it can be high in salt and saturated fat • Consider the amount and frequency of red and processed meats on your menu – it is recommended that those who consume more than 90g of red or processed meat per day reduce consumption to no more than 70g per day on average
What foods are included	<ul style="list-style-type: none"> • Meat, poultry, offal, fish, eggs, nuts, beans, pulses, seeds and other non-dairy sources of protein • Meat includes all cuts of beef, lamb and pork, as well as meat and meat products such as ham, bacon, salami, corned beef, beef burgers and sausages • Fish includes any fresh, frozen and tinned fish, such as tuna, sardines, pilchards, and mackerel, and fish products such as fish cakes and fish fingers • Oily fish includes salmon, sardines, trout and mackerel • All eggs eg boiled, poached, scrambled, fried, omelettes • Beans and pulses eg baked beans, chickpeas, butter beans, kidney beans and lentils are in this group and provide a good source of protein for vegetarians. They are also low in fat and can be used to increase the fibre content of meals • Other protein products suitable for vegetarians, such as nuts, tofu and quinoa and textured protein products such as soya and mycoprotein (Quorn®)
Why are these foods important	<ul style="list-style-type: none"> • Meat and fish are a good source of protein, vitamins and minerals such as iron and all the B vitamins except folate. Meat is a particularly good source of riboflavin • Oily fish provide long chain omega-3 fatty acids, which may help to prevent heart disease. Such foods are also a source of vitamin D and iron • Beans and pulses are sources of protein, fibre and iron • Eggs are useful sources of protein, vitamin A, vitamin D and riboflavin (B2) • Nuts provide a source of protein, iron, fibre and essential fatty

	acids
Tips on choosing foods	<ul style="list-style-type: none"> • Ask suppliers for information on the salt, fat and saturated fat content of their products • Use Tables 3 and 4 to classify products as 'high, medium or low' in salt, fat, saturated fat and sugar • Choose products that meet salt targets^{ix} wherever possible • Choose a variety of meats and meat products and choose less red and processed meat • Choose lean cuts of meat where possible. Some types and cuts of meat are higher in fat, particularly saturated fat • Look for meat products with higher meat content, look at the label for more information – also consider the fat and salt content • Oily fish, such as herring, mackerel, pilchards, salmon, sardines, trout or roe and egg yolks, are rich in vitamin D • Choose tinned fish in spring water rather than oil • Source fish (including where it is an ingredient in a composite product) from sustainable sources meeting the FAO Code of Conduct for Responsible Fisheries (includes Marine Stewardship Council certification and Marine Conservation Society 'fish to eat' or equivalent). Avoid 'red list' or endangered species of farmed or wild fish (Marine Conservation Society 'fish to avoid') • Turkey and chicken are lower fat options particularly when the skin is removed • Meat products in pastry, such as pies and sausage rolls, are often high in fat; choose the lower fat options where available • Look for canned beans and pulses with no added salt and sugar • Liver/liver pâté is a useful source of nutrients but liver and liver products should not be served more than once a week as they contain a lot of vitamin A, and there are risks of having too much particularly for specific groups of people • Conventional battery cages for laying hens have been banned in the EU since January 2012. Enriched cages are used in Britain • Free-range or organic egg options are also available and guarantee higher animal welfare standards
Tips on	Preparation

^{ix} Salt Targets to be met by 2017 were published in March 2014. GBSF criteria relate to the targets to be met by 2012. Where products meeting the 2017 targets are available these should be purchased in preference.

<p>cooking and serving foods</p>	<ul style="list-style-type: none"> • Remove visible fat from meat and skin from poultry <p>Cooking</p> <ul style="list-style-type: none"> • Stand poultry and joints on racks when cooking to allow the fat to flow away • Larger pieces of meat will absorb less fat than smaller pieces • Boil, bake, grill or poach rather than frying or roasting where possible as this will lower the fat content • Add pulses to meat dishes to increase the fibre content and reduce the fat content per portion • If frying, make sure the temperature is correct, change fat/oil regularly and drain well to reduce fat content • When baking fish, brush with unsaturated vegetable oil rather than butter • Boil, poach or scramble eggs rather than frying them • Gradually lower the salt content of food you cook to allow customers' taste buds to adapt. Try using garlic, herbs and spices to flavour foods <p>Serving</p> <ul style="list-style-type: none"> • Serve red and processed meat and processed fish eg coated chicken, burgers and fish fingers less often • Serve slightly less meat with extra vegetables and starchy foods • Serve foods with tomato or vegetable based sauces rather than creamy, buttery sauces to lower the fat content • Quiches and flans can be high in fat and salt, so try not to provide these too often • Offer smoked meats and fish less often as they can be high in salt • Serve oily fish as pâtés and spreads on bread and toast • If a dish must be finished with butter, try lightly brushing with melted butter before serving • When serving foods with gravy opt for lower salt versions of gravy mixes, or stock/bouillon cubes/granules • Season food sparingly with salt or seasonings containing salt. Note that a chef's palette may be less sensitive to salt than those of many of the customers' • Nuts and seeds can be a good alternative to snacks high in saturated fat, however avoid salted nuts where possible • Seeds can be eaten raw, dry fried or dry roasted in a frying pan or in a roasting tin without any oil
<p>Tips on</p>	<ul style="list-style-type: none"> • Rastafarians and Jains are mainly vegetarian or vegan

food-related customs	<ul style="list-style-type: none"> • Practicing Jews consume kosher meat only and do not consume pork, pork products or shellfish. Eggs should not contain blood spots • Practicing Muslims consume halal meat only and will not consume pork or pork products. This includes gelatine • Jews who eat kosher foods do not eat meat products at the same time as, or immediately before or after foods/meals containing milk • Hindus and Sikhs may not eat beef and other meat consumption may be restricted • Caterers need to prepare for cultural and religious food sensitivities and also be aware that some individuals/groups may fast on occasion. Fasting may involve exclusion of meat and/or other foods at specific times
Allergy tips	<ul style="list-style-type: none"> • Some people are allergic to tree nuts, peanuts, lupin, fish, crustaceans, molluscs and eggs. The labelling of bought-in products will need to be checked carefully to see if these allergenic foods are used as ingredients
Food safety tips	<ul style="list-style-type: none"> • Always store meat and fish in the fridge, following manufacturers' instructions or at a temperature below 5°C • Always ensure that uncooked meat/fish and ready to eat foods are stored apart. Ideally, raw meat/fish should be covered and stored on the bottom shelf where they can not drip onto other foods. Cooked meat and fish should be covered and stored above raw meat/fish in the fridge • Eggs are a useful source of nutrients but when served to vulnerable groups, they should always be well cooked, until both the yolk and white are solid. This is to avoid the risk of Salmonella, which causes a type of food poisoning. Alternatively, for foods that require raw eggs to be used, eg meringues, consider using pasteurised egg • Vulnerable groups should avoid all types of pâté, including vegetable. This is because pâté can sometimes contain listeria • Always ensure that meat is well cooked. This is especially important with poultry, pork, offal and products made from minced meat, such as sausages and burgers. Make sure these are cooked until they are piping hot all the way through, any juices run clear and no pink meat is left • Vulnerable groups should avoid raw shellfish. This is because raw shellfish can sometimes contain harmful bacteria and viruses that could cause food poisoning. It is far safer to eat shellfish as part of a hot meal, such as in a curry

GBS for food and catering services (relevant criteria)	<ul style="list-style-type: none">• Meat and meat products (procured by volume) are lower in saturated fat where available• At least 75% of ready meals contain less than 6g saturated fat per portion• If caterers serve lunch and an evening meal, fish is provided twice a week, one of which is oily. If caterers only serve lunch or an evening meal, an oily fish is available at least once every three weeks• At least 50% of meat and meat products meet salt targets^x
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^x Salt targets to be met by 2017 were published in March 2014. GBSF criteria relate to the targets to be met by 2012. Where products meeting the 2017 targets are available these should be purchased in preference.

Oils and spreads	
Guidance	<ul style="list-style-type: none"> • Use foods containing fat sparingly • Choose unsaturated oils and use in small amounts
What's included	<ul style="list-style-type: none"> • Oils and spreads containing unsaturated fats include: reduced and low fat spreads, cooking oils (eg rapeseed, sunflower and olive oils)
Why are they important	<ul style="list-style-type: none"> • Oils and spreads are high in energy and can contribute to excess energy intakes if they are eaten in large amounts • Having too much saturated fat can increase the amount of cholesterol in the blood, which increases the chance of developing heart disease
Tips on choosing foods	<ul style="list-style-type: none"> • Ask suppliers about and check the levels of salt, fat and saturated fat in their products • Use Tables 3 and 4 to classify products as 'high, medium or low' in salt, fat and saturated fat • Where possible, choose products that meet salt targets^{xi} • Choose cooking and spreading fats that are based on unsaturated (that is, monounsaturated and polyunsaturated) fats wherever possible • Choose unsaturated cooking oils such as soya, sunflower, rapeseed and olive oils for cooking and salad dressings • Choose reduced or low fat spreads based on unsaturated fats such as rapeseed oil, sunflower oil, soya oil or olive oil
Tips on cooking and serving foods	<p>Lowering fat</p> <ul style="list-style-type: none"> • Consider using spreads that are soft straight from the fridge, so it is easier to spread thinly • Offer fewer fried foods • Do not automatically garnish potatoes and vegetables with butter or fat spread prior to service • Ensure correct temperatures when frying so that foods absorb less fat
Tips on food-related customs	<ul style="list-style-type: none"> • Many cultural and family events may include traditional foods that are high in fat. Providing these foods occasionally as part of a celebration or festival is important for many adults
Allergy tips	<ul style="list-style-type: none"> • Cooking and aromatic oils can be made from peanuts, soya, tree nuts (such as walnut), and sesame seeds. Always check where such oils are used and whether the person has an allergy to them
Food safety tips	<ul style="list-style-type: none"> • Always follow manufacturer's instructions

^{xi} Salt targets to be met by 2017 were published in March 2014. GBSF criteria relate to the targets to be met by 2012. Where products meeting the 2017 targets are available these should be purchased in preference.

GBS for food and catering services (relevant criteria)	<ul style="list-style-type: none">• At least 75% of oils and spreads are based on unsaturated fats
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Foods high in fat, salt and sugars	
Guidance	<ul style="list-style-type: none"> • The foods listed in the ‘what’s included’ section below are not needed in the diet and so, if included, should be consumed infrequently and in small amounts. Use foods high in fat (particularly saturated fat), salt and/or sugar sparingly. Look out for lower fat/salt/sugar alternatives or eat these foods in smaller amounts • Snacking on sugary foods and drinks throughout the day is discouraged as this can cause tooth decay
What’s included	<ul style="list-style-type: none"> • Foods high in fat, saturated fat, salt and sugar including: butter, other spreading fats containing predominantly saturated fats, saturated cooking fats (eg lard, palm oil and coconut oil), mayonnaise, table sauces, cream, crisps, biscuits, pastries, cakes, ice cream, chocolate, sweets, jams, honey, table sugar and full-sugar soft drinks
Why are they important	<ul style="list-style-type: none"> • Foods from this group principally provide energy in the forms of fats and sugars but may contain other nutrients in much smaller amounts. Some can also be high in salt. These nutrients are consumed in greater amounts than required and are associated with disease progression and/or dental caries • Foods from this group can contribute to excess energy intakes if they are eaten in large amounts • Having too much saturated fat can increase the amount of cholesterol in the blood, which increases the chance of developing heart disease • Having too much salt can raise blood pressure, which increases the risk of cardiovascular disease • Often foods high in calories offer few other nutrients. It is important that these foods do not displace more nutrient rich foods
Tips on choosing foods	<ul style="list-style-type: none"> • Ask suppliers about, and check the levels of, salt, fat, saturated fat and sugars in their products • Use Tables 3 and 4 to classify products as ‘high, medium or low’ in salt, fat, saturated fat and sugar • Where possible choose products that meet salt targets^{xii} • Opt for smaller pack sizes of confectionery, savoury snacks and sugary soft drinks • Choose cooking and spreading fats that are based on

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	<p>monounsaturated and polyunsaturated fats wherever possible</p> <ul style="list-style-type: none"> • Choose unsaturated cooking oils eg soya, rapeseed, sunflower and olive oils for cooking and salad dressings • Choose fat spreads containing predominantly unsaturated oils such as rapeseed oil, sunflower oil, soya oil or olive oil • Choose a range of cold drinks that are lower in sugar eg water, diet, sugar free and no added sugar drinks and lower fat milks • Choose lower sugar, wholegrain breakfast cereals rather than those coated with sugar or honey
Tips on cooking and serving foods	<p>Lowering fat</p> <ul style="list-style-type: none"> • Consider using spreads that are soft straight from the fridge, so it is easier to spread thinly • Choose tomato and vegetable based sauces rather than cream-based ones • Offer fewer fried foods • Use reduced calorie mayonnaise in dressings or dilute with lower fat yoghurt • Serve salad dressings and dessert toppings separately so that customers can decide how much they want • Do not automatically garnish potatoes and vegetables with butter or fat spreads prior to service • Ensure correct temperatures when frying so that foods absorb less fat <p>Lowering sugar</p> <ul style="list-style-type: none"> • Reduce the amount of sugar used in dishes where practical and acceptable • Use dried or fresh fruit to sweeten dishes • Try halving the sugar you use in your recipes. This works for most recipes except jam, meringues and ice cream
Tips on food-related customs	<ul style="list-style-type: none"> • Many religious celebrations may include traditional foods that are high in fat or sugars. Providing these foods occasionally as part of a celebration or festival is important for many adults
Allergy tips	<ul style="list-style-type: none"> • Many foods high in fat or sugar, such as cakes and biscuits, can contain ingredients such as cereals containing gluten, soya, eggs, milk, sesame seeds, lupin, peanut or tree nuts, and are not suitable for people allergic to these foods. Check the ingredients list or recipe sheet to see if it is suitable when preparing food for those with allergies
Food safety tips	<ul style="list-style-type: none"> • Where providing food for vulnerable groups use products where the egg has been pasteurised. This is to avoid the risk

	of salmonella, which causes a type of food poisoning
GBS for food and catering services (relevant criteria)	<ul style="list-style-type: none"> • Biscuits, cakes and pastries (procured by volume) are lower in saturated fat where available • At least 50% of breakfast cereals (procured by volume) do not exceed 22.5g/100g total sugar. Many popular breakfast cereals are high in sugar • At least 75% of ready meals contain less than 6g saturated fat per portion • At least 75% of oils and spreads are based on unsaturated fats • From the end of 2015 all palm oil (including palm kernel oil and products derived from palm oil) used for cooking and as an ingredient in food must be sustainably produced <p>Voluntary best practice criteria</p> <ul style="list-style-type: none"> • All sugar sweetened beverages to be no more than 330ml pack size and no more than 20% of beverages (procured by volume) may be sugar sweetened. No less than 80% of beverages (procured by volume) may be low calorie/no added sugar beverages (including fruit juice and water) • Confectionery and packet sweet snacks are in the smallest standard single serve portion size available within the market and not to exceed 250kcal • Savoury snacks are only available in packet sizes of 30g or less

Non food category specific GBSF criteria	
Table salt	<ul style="list-style-type: none"> • Salt should not be available on tables
Ethical trading	<ul style="list-style-type: none"> • Consider purchasing fair trade tea and coffee. To meet GBSF at least 50% of tea and coffee is fairly traded • To meet best practice elements of GBSF all tea, coffee, cocoa and bananas are certified as fairly traded
Water	<ul style="list-style-type: none"> • Tap water should be visible and freely available and such provision should be promoted • Pre-bottled water (mineral or spring) should not be included in any hospitality menu
Menu analysis Calorie and allergen labelling	<ul style="list-style-type: none"> • To help provide information to customers, menu cycles should be analysed to meet stated nutrient-based standards relevant to the major population subgroup of the catering provision • This would also support action on monitoring of the contract. This information would also allow menus (for food and beverages) to include calorie and allergen labelling • To meet best practice elements of GBSF both these criteria must be met
Production standards	<ul style="list-style-type: none"> • All food served must be produced in a way that meets UK legislative standards for food production, or equivalent standards^{xiii} • See the annex within appendix 1 for a list of relevant legislation • Procurers or catering contractors must ensure that food is verifiable as meeting these standards by either checking that farm inspection systems meet UK standards of inspection or their equivalent, or if not, that they are subject to an independent assurance system
Traceability of fresh, chilled and frozen produce	<ul style="list-style-type: none"> • Catering contractors or food suppliers are to ensure the traceability of fresh, chilled and frozen produce in accordance with current UK legislation or equivalent
Authenticity	<ul style="list-style-type: none"> • Catering contractors or suppliers must have systems in place to enable it to check and ensure authenticity of products

^{xiii} GBSF notes that if in any particular circumstances, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the procuring authority shall agree with the catering contractor or supplier to depart from this requirement and the reasons for doing so shall be noted and recorded. This decision shall be signed off by the Head of Procurement or equivalent senior official of the government department or other public body.

Origin of meat and dairy	<ul style="list-style-type: none"> • In line with the industry principles on country of origin information^{xiv}, food and catering service suppliers shall indicate the origin of the meat, meat products and dairy products either on the menu or accompanying literature • If this is not practicable then, at minimum, the information must be available and be provided on request to the procuring authority or end consumer
Animal welfare	<ul style="list-style-type: none"> • All food served must be produced in a way that meets UK legislative standards for animal welfare, or equivalent standards^{xv}
Higher environmental production standards	<ul style="list-style-type: none"> • To meet mandatory elements of GBSF at least 10% of the total monetary value of primary commodity (ie raw ingredient) food and drink procured shall be inspected and certified to meet publicly available Integrated Production (IP) or Integrated Farm Management (IFM) standards, or organic standards • Such standards require systematic and integrated management of natural habitats, energy, water and waste, and management of soils, landscape and watercourses for example • To meet best practice criteria of GBSF at least 40% of the total monetary value of primary commodity (ie raw ingredient) food and drink procured shall be inspected and certified to publicly available Integrated Production (IP) or Integrated Farm Management (IFM) standards, or organic standards

^{xiv} Please refer to: www.fdf.org.uk/publicgeneral/principles_on_country_of_origin_information.pdf

^{xv} Please refer to: www.gov.uk/animal-welfare

UK standards are generally similar to EU standards for food production. There are, however, differences in animal welfare standards for some aspects of pigmeat and broiler chicken production. Broiler chicken, pork and pork products must be compliant with UK standards, as set out in the Welfare of Farmed Animals Regulations 2007 (as amended). If in any particular circumstances, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the procuring authority shall agree with the catering contractor or supplier to depart from this requirement and the reasons for doing so shall be noted and recorded. This decision shall be signed off by the Head of Procurement or equivalent senior official of the government department or other public body. In such an eventuality, EU standards shall be met at minimum.

‘Hey it’s healthy’ for meals in hospital

With creative menu planning, meticulous attention to detail and a can-do attitude, Jill Venables, Head of Facilities at Hull and East Yorkshire Hospitals NHS Trust, has made healthier, more sustainable eating easier by ensuring full compliance with GBSF in patient, staff and visitor catering.

Restaurant menus at Hull Royal Infirmary and Castle Hill Hospital offer ‘Hey it’s healthy’ meal options, such as pork schnitzel or chilli con carne with seasonal vegetables, potatoes or rice, and fresh fruit salad. Vegetarians and vegans can choose main courses such as ‘Mushroom and spelt risotto’ or ‘Vegetable medley bake’ (with optional low-fat cream sauce). The healthy options are lower calorie dishes with menu boards including information about fat, saturated fat and calorie content. A daily salad bar offers the choice to make-up a salad from fresh produce options such as grated carrot, sliced cucumbers or beetroot, sweetcorn, tomato, and boiled eggs while pre-made salads such as ‘Mackerel and beetroot’ or ‘Roasted vegetables with couscous’ are also available. A daily fruit bar promotes lower cost, healthier dessert options such low fat yoghurt with toppings including fresh or dried fruit or fruit compote.

The patient meal service is mostly cook-freeze with dishes bought in ready-made and then served onto plates on the wards. A wide range of therapeutic diets including energy dense are made on site. Jill works with branded catering companies on the NHS Supply Chain list which can provide menu options that meet specifications in the GBSF, and patient meals are analysed to ensure nutritional needs are met. That includes meeting specific nutritional criteria around the salt and saturated fat content of many product ranges including meat/meat products, hard yellow cheese, milk, breads, soups, cooking sauces, biscuits/cakes/pastries, and oils/spreads. More than 50% of breakfast cereal options meet salt and sugar reduction targets as well as being higher in fibre.

Not satisfied with these improvements, Jill also ensures that patients, staff and visitors are offered foods produced to higher environmental and ethical standards, including organic milk, fair trade tea/coffee, and sustainable fish. Retail outlets now sell smaller portion sizes of confectionery, savoury snacks and sugar-containing drinks. The higher standards have cost money but Jill has worked with her menus to save in some areas. For example, producing mashed potato and fruit crumbles in-house (rather than buying in) means savings of almost £60,000 per year that can go towards innovations. Jill has put spreadsheet-based monitoring systems in place that track how menus meet standards and these are available to any healthcare caterer. She says: “Why shouldn’t NHS patients eat really well? With careful monitoring and creative thinking it really is possible”.

See Appendix 6 for contact details.

Making meals healthier at Sikh and Hindu temples

A British Heart Foundation (BHF) 'Social Cooking Project' has delivered significant reductions in the salt and saturated fat content of the free vegetarian meals served to thousands of weekly visitors to the Shree Jalaram Hindu Mandir in Greenford, and the Sri Guru Teg Bahadur Ji Sikh Gurdwara in Wolverhampton.

The cultural tradition of 'sewa', selfless community service, means volunteer cooks and donated food ensure free meals are available every day at Hindu and Sikh temples. Each meal tray traditionally includes: bread, rice, lentil dahl, vegetable curry, cucumber relish, dessert and is accompanied by pickles/chutneys. Community meals are at the heart of religious life in Sikh and Hindu culture but the meals in Greenford and Wolverhampton now also support healthier living – with a BHF project having cut the salt content by around 20% and the saturated fat by 50%. After a nutrition analysis showed many of the foods on offer were individually high in salt/saturated fat, and meal trays often contained more than half of daily calorie recommendations along with maximum recommended daily levels of salt/saturated fat, religious leaders backed the altering of cooking practices and the foods requested as donations.

There has been a shift to semi-skimmed milk and lower fat yoghurt/cream, and away from butter/ghee to vegetable oils. When semi-skimmed milk is not available, milk is watered down. Lower fat paneer is not available, so cooks boost the amount of vegetables in recipes and cut back on cheese. When stacking chapatis, only alternate ones are spread with margarine. Creamy, buttery, and sugary desserts are no longer placed on meal trays automatically but have to be requested, whilst fruit is made readily available. Salt shakers have been removed from dining tables, unsalted butter is requested as a donation, and cooks have replaced salty, branded pickles/chutneys with lower salt versions they prepare themselves. As cooks do not weigh out the salt added to recipes, a technique has been developed whereby they scoop out a cup or spoonful and then give their hand a quick shake to get rid of some of the amount. Overall, calorie and fat content has been reduced by adding vegetables to curries without frying them. Portions have also been reduced, with diners having to return to the service point to request extra amounts.

Chemical analysis of meals and foods confirms significant reductions in salt, saturated fat and calories. Equally importantly, BHF dietitian Tracy Parker says: "When we ask cooks and diners what they think of the meals, they still love them. This is backed up by cooks reporting food waste has not increased". What is more – diners take home healthy eating messages to their families – and report shifting their own cooking practices. The BHF and places of worship feel there is great potential in the projects as there are an estimated 400 Gurdwaras and Mandirs around the UK that feed tens of thousands of people weekly.

See Appendix 6 for contact details.

Support consumers to eat less sugar, saturated fat and salt

4.9 The general population consumes too much sugar, saturated fat and salt.

Reducing these by small amounts can make us healthier by supporting weight management and protecting against heart disease, type 2 diabetes and other long-term disease conditions.

4.10 The food industry, including catering companies, have reformulated some products to contain a lower content of sugar, salt and fat and some members of the food industry continue to work towards lower salt, fat and sugar products.

4.11 When choosing products refer to Tables 3 and 4 to help select those that are lower in fat, saturated fat, sugars and salt where possible. These high, medium and low nutrient criteria are also used for colour code labelling. This labelling is being used on front-of-pack by some food manufacturers to help consumers make a healthier choice^{xvi}.

Table 3. Criteria for 100g of food

	Low	Medium	High	
Total fat	3.0g or less per 100g	More than 3.0g and less than or equal to 17.5g per 100g	More than 17.5g per 100g	More than 21g per portion*
Saturated fat (saturates)	1.5g or less per 100g	More than 1.5g and less than or equal to 5.0g per 100g	More than 5.0g per 100g	More than 6.0g per portion*
(Total) Sugars	5.0g or less per 100g	More than 5.0g and less than or equal to 22.5g per 100g	More than 22.5g per 100g	More than 27g per portion*
Salt**	0.3g or less per 100g	More than 0.3g and less than or equal to 1.5g per 100g	More than 1.5g per 100g	More than 1.8g per portion*

*Portion size criteria apply to portions/serving sizes greater than 100g.

**Sodium from all sources expressed as salt.

^{xvi} For further information, see the Front of Pack nutrition labelling guidance published by the Department of Health. Available at: www.gov.uk/government/publications/front-of-pack-nutrition-labelling-guidance

Table 4. Criteria for drinks (per 100ml)

	Low	Medium	High	
Total fat	1.5g or less per 100ml	More than 1.5g and less than or equal to 8.75g per 100ml	More than 8.75g per 100ml	More than 10.5g per portion*
Saturated fat (saturates)	0.75g or less per 100ml	More than 0.75g and less than or equal to 2.5g per 100ml	More than 2.5g per 100ml	More than 3g per portion*
(Total) Sugars	2.5g or less per 100ml	More than 2.5g and less than or equal to 11.25g per 100ml	More than 11.25g per 100ml	More than 13.5g per portion*
Salt**	0.3g or less per 100ml	More than 0.3g and less than or equal to 0.75g per 100ml	More than 0.75g per 100ml	More than 0.9g per portion*

*Portion size criteria apply to portions/serving sizes greater than 150ml.

** Sodium from all sources expressed as salt.

4.12 Catering and procurement managers can consult suppliers to identify products that meet GBSF for reducing saturated fat and reducing salt (see Appendix 1). Not all businesses make this information readily available but this should not discourage procurement managers from specifying GBSF criteria to be met in their catering contracts.

4.13 All organisations should have a food policy that is made available to staff and customers. This can include detail on products high in saturated fat, sugar and salt, the risk associated with over consumption of these products, and suggestions for healthier alternatives.

4.14 The example of healthier catering practice from the Royal Bolton Hospital below meets GBSF best practice criteria with colour coding of menus and provision of snacks which are lower in fat and sugar. Improving the nutritional quality of patient, staff and visitor menus required the dedication and persistence of health improvement staff, shop workers and hospital staff.

4.15 The subsequent example explains how some businesses are making it easier for organisations to buy GBSF compliant food and drinks.

Winning hearts and minds

Bolton Foundation NHS Trust and Bolton Public Health Team's joint 'Healthier Hospital Food Programme' has led the Royal Bolton Hospital to successful achievement of GBSF mandatory standards allied to significant progress around best practice nutritional criteria with colour coding/calorie labelling of menus and provision of healthier snacks.

When the Royal Bolton Hospital set out to revamp its catering service, one of the first things done was a calculation about sugar. Gary Bickerstaffe, health improvement specialist, reckoned that limiting the portion size of sugar-based drinks to a maximum 330ml and adding a bigger range of diet and fruit-based drinks to vending machines would take around 17 tonnes of sugar a year out of the diets of staff, patients and visitors. Gary calculated that each staff member would consume around 19 standard-sized bags less of sugar each year, just by having one fewer sugar-based drinks per day.

Spurred on by the idea of how seemingly small changes could make a big difference to diets, staff set out on a programme of improvements to vending machine contents, shop products and menus for patients, staff and visitors. One of the biggest changes has been to restaurant menus, where dishes are now labelled with calorie content and green/amber/red colour coding for the salt, sugar, fat and saturated fat content of dishes so that healthier choices can be encouraged. New menus not only meet nutritional standards around salt, saturated fat, fruit and vegetable content but are produced to higher environmental specifications, including sustainable fish, and seasonal produce.

Work with the Royal Voluntary Service and vending machine suppliers has ensured high-fat versions of bagged savoury snacks have been replaced with lower fat versions in smaller packet sizes. Confectionery and sweet snacks are now available in smaller portion sizes. A spokesperson for the Trust's Food and Nutrition Working Group says: "The trust always works hard to provide healthy nutritious food and uses guidance to drive its progress. The success with GBSF helps to assure us we are making the right changes".

Not content with simply making the changes, the hospital makes sure people know about them. A 'Less fat, less salt, less sugar' poster campaign around the hospital site has drawn attention to the improvements. Gary says it is important to win hearts and minds by first "getting people's attention and making sure they talk about healthier eating". Not all the changes have been easy and most need regular monitoring. So the Food and Nutrition Working Group has been set up to maintain and oversee progress. The hospital community is consulted on changes, and the support of senior staff is crucial.

See Appendix 6 for contact details.

Catering suppliers help buyers build GBSF into decision-making

Between them, NHS Supply Chain, Brakes and 3663 supply thousands of public and private sector organisations with the food products they need to run their catering operations. Now they are making it easier for buyers to access GBSF compliant foods and drinks from their product lists.

Acting as a 'one stop shop' for buyers, Brakes and 3663 have a wide-ranging remit, including care homes, restaurants, prisons, hospitals and schools, while NHS Supply Chain (NHSSC) focuses predominantly on hospitals and other public sector healthcare organisations. A wide array of food and drink products are available through framework agreements managed by NHSSC or direct from Brakes and 3663, from ready meals to raw ingredients to ready-made sauces, stocks, soups and spice mixtures. In an effort to support the GBSF, Brakes, 3663 and NHSSC now offer buyers a broader range of products that meet the nutritional and sustainability criteria specified in the standards. These suppliers are also working to ensure that buyers from catering operations keen to build GBSF criteria into their procurement decisions can access information that makes it clear which products comply, and which do not.

NHSSC procures foods and drinks for the NHS from more than 200 suppliers and aims to have full information about all product compliance with the GBSF available on its website by the end of 2014. Currently, information from around 50 suppliers is available to NHS procurement teams via the website. For example, a 'Gravies, stocks and sauces' spreadsheet details whether products available for sale meet relevant criteria around salt and saturated fat content and whether the products are produced to higher sustainability standards. The business has been supporting the Department of Health in educational and promotional work with NHS trusts now that hospital inspection guidelines require assessment of achievements around meeting the GBSF. NHS Supply Chain has also undertaken work with manufacturers to ensure GBSF compliant products are available in all food categories procured via their framework agreements.

Brakes and 3663 sell own brand products alongside branded products from other manufacturers. 3663 produces reports about GBSF compliance of branded and own-brand products at buyer's request whilst Brakes offers such information about their own-brand products. Both distributors now offer a wider range of branded products that help caterers to meet GBSF specifications. For example, both offer higher fibre and lower sugar breakfast cereal options and meat products, cakes and cheeses that are lower in saturated fat. Each has also undertaken programmes of own brand product reformulation. For example, 3663 has reformulated recipes for 50% of its own brand products to meet 2012 Responsibility Deal salt targets. Brakes sell around 5,000 own-brand products and, for example, has worked to reduce the salt content across popular items such as baked beans and bacon. A 'Healthier Choices' baked beans option now meets GBSF salt criteria, as does its basic bacon pack.

See Appendix 6 for contact details.

5. Calorie labelling – helping people to make informed choices

- 5.1 Kilojoules (kJ) and kilocalories (kcal) are terms used for units of food energy. In catering settings kilocalories are often used to provide the energy value present in each portion of food product on offer.
- 5.2 Calorie labelling helps consumers to make informed choices when eating away from home and also helps caterers to provide lower calorie options.
- 5.3 When displaying calorie information, it is recommended that these four principles of calorie labelling are followed:
- display calorie information clearly and prominently at the point of choice. In quick service settings, point of choice would mean the menu boards, unless there is robust evidence to show that other points of choice are equally effective for consumers
 - provide calorie information for standardised food and drink items sold or provided (standardised is defined as a reproducible product that is offered for at least 30 days a year)
 - provide calorie information per portion/item/meal; and for multi-portion or sharing items provide the number of portions
 - display reference information on calorie requirements (eg women need around 2000 calories per day) clearly and prominently and in a way that is appropriate for the consumer

Big business supporting staff and customers to make healthier choices

In collaboration with Unilever food solutions, Morrisons developed new menus for all their staff canteens across the country, incorporating a range of healthy choices.

Staff can make informed choices about what they eat as canteens display calories at point of choice which includes the price list and menu boards. Calorie information is also displayed in customer cafes as part of Morrison's commitment to the Responsibility Deal Salt Targets.

In addition, new recipes include guidance for cooks to help produce nutritionally balanced dishes. Adding salt is not recommended and staff are encouraged to minimise use of oil.

The hospital based example below shows how to make use of calorie labelling and nutrition analysis.

Signposting healthier meal choices

Guy's and St Thomas' NHS Foundation Trust has revamped its restaurant menus to ensure meal options have less fat, saturated fat, salt and sugar, with calorie labelling and colour coding used to promote healthier choices, including a 'Healthy Meal of the Day'.

Fish and chips, curries, meat and vegetable stews, risottos, and pasta dishes are all still on the menu in restaurant outlets in Guy's and St Thomas' Hospitals but new recipes mean they are not only tasty, but healthier. Calorie labelling and colour coding of menu choices, using the Government's *Front of Pack Labelling Guidance*, with green (low), amber (medium) or red (high) for fat, saturated fat, salt and sugar gives staff, patients and visitors some of the information they need to make healthier choices. Careful monitoring of purchases in restaurants gives the trust the information it needs to keep improving the nutritional content of menus.

Intent on improving the diets of the hospitals' patients, visitors and staff, Susan Stagg, group catering manager, supported by the health and wellbeing dietitian, Chloe Schibeci, reviewed the dishes offered by the in-house restaurants and cafes. A full nutrition analysis of the dishes provided the basis for re-engineering recipes in order to reduce fat, saturated fat, salt and sugar. The result is at least one option a day that is mainly 'green'. This is promoted on the menu as the 'Healthy Meal of the Day' and accompanied by a complimentary portion of vegetables.

Healthier menu options that have been introduced include Mediterranean chicken, spiced tuna rice, cajun lentil stew, and cod with a herby crust. Starchy foods and vegetables are no longer cooked with salt and the salt content of recipes has been cut. Susan will be evaluating the responses of the staff, patients and visitors to these menu changes, and working to promote understanding and support for them.

See Appendix 6 for contact details.

6. Promoting healthier menus

6.1 Caterers sometimes feel that the consumer is not interested in healthier food. A recent report incorporating survey findings demonstrated that ‘consumers favour positive encouragement to help them make more environmentally friendly and healthy choices’.¹⁴ It is important to consult with customers before making changes to menus.

6.2 Consumers also want to be inspired about products that are healthy and have a positive environmental impact¹⁴. Caterers can reflect this in the menus they offer by implementing GBSF for example.

Getting started

Ask suppliers for a list of products that meet the mandatory and best practice nutrition criteria set out in GBSF.

Use suppliers’ nutrition information to procure products within the food category that are healthier, eg sausages with the lowest fat and salt.

Purchasing fruit and vegetables in season to help keep costs down for both buyers and consumers.

Provide easy access to fruit and ensure that this is cheaper than a sweet dessert. Offer a wide selection such as whole fruit eg banana, portions eg strawberries and sliced eg melon.

Add vegetables to popular dishes like curry, spaghetti bolognese and casserole. Ensure a variety of methods are used when preparing vegetables to keep customers interested.

Be creative when developing menus:

International themes may include balanced Chinese, Indian or Italian meals. National events and holidays may also be used to promote consumption of healthier food, eg strawberries during Wimbledon or a variety of vegetables for the Christmas meal.

Work with workplace wellbeing, sustainability, public health or nutrition teams to promote the menu and healthy eating campaigns.

Introduce vending machines stocked with healthier options to offer a choice to consumers that want lower calorie drinks and snacks.

6.3 This example of healthier, more sustainable catering practice from Nottingham Trent University below highlights how students became interested in healthier menus when they were actively promoted.

Healthier food at university is easier than you think

Ivan Hopkins, Nottingham Trent University's head of catering and hospitality, is proving a catering service can thrive by making the freshly prepared, healthier meals that students are demanding, at a price they can afford.

For Ivan Hopkins, making healthier, more environmentally-friendly meals is all about continually challenging his own assumptions – about what students will eat, what ingredients cost too much, and what university catering staff can be expected to prepare and serve. Around 5,000 meals a week are served at the various restaurants on the university's three campuses, with the vast majority freshly prepared by in-house catering staff trained to promote healthier eating. Ivan highlights the team's success with the fact that 84% of diners choose the chef's choice, a freshly prepared menu, over the cheaper, daily snack menu. That means choosing dishes such as 'Roasted mushroom, squash and onion pie with fresh mash and seasonal vegetables' or 'Hot and sour chicken with vegetables, beansprouts, and pineapple with egg fried rice and salad' over the pasties and pizza slices that cost considerably less.

Ivan takes particular pride in the work he has done to boost the vegetable and fibre content of meals, and the popularity of vegetarian dishes. Vegetarian options are now listed at the top of menus and this has increased take-up. Restaurants all have a counter where brown and white rice, chips and jacket potatoes are offered alongside toppings that include just one meat-based option and several vegetable options such as 'Vegetable, lentil and pineapple curry' or 'Mixed bean and vegetable chilli'. Free, organic mixed seeds (pumpkin, sunflower, linseed) are offered to sprinkle. Recipes have been revamped to include more vegetables, for example, each serving of cottage pie now has 20% less meat, with the extra made-up of vegetables. All soups are freshly produced and are thickened with pureed root vegetables or butter beans instead of milk or cream. Nuts and pulses are used in a wider range of meals. Salt has been taken off dining tables and vegetables/starchy foods are steamed without salt. Hot desserts are generally offered only in winter months, with fruit-based desserts promoted all year round at lower prices.

The cost savings that have come with using more vegetables have allowed meals to be made with products produced to higher environmental standards such as organic eggs, milk and yoghurt, certified sustainable fish and seasonal fruit and vegetables. Healthier options are promoted with regular publicity and by staff who are proud of the changes. Ivan says: "I am not sure any of us thought we could go as far we have in making these changes, and what is nicest is that so many of those who eat with us, including students, are always asking about how the food is made or where it comes from. That can only be a good thing".

See Appendix 6 for contact details.

7. Planning food provision for across the day

- 7.1 A healthy food experience implies that everyone should be offered a selection of food and drink that meets their daily nutritional needs. For most people this would equate to the 'Eatwell Guide'¹. In hospitals and residential care settings for example, some individuals may need more energy-rich food and drink and others less.
- 7.2 Food provision across the day is an important consideration for those responsible for food provision in hospitals, residential care settings and prisons where individuals may spend whole days, weeks, months or even years of their lives.
- 7.3 When planning menus, it is useful to consider how people consume food and how to apportion nutrient intake throughout the day. For the purposes of developing menus, these principles reflect the convention that people usually divide their intakes across four eating occasions; breakfast, lunch, evening meal, and food and drinks consumed between meals (snacks).
- 7.4 Using this approach, you can estimate the proportion that each eating occasion makes to intake. Since most people usually consume a wider range of food and drinks at lunch and evening meals, these principles acknowledge that lunch and evening meals can account for a greater proportion of intake. As such, it is assumed that breakfast contributes 20% of daily intake, with lunch and evening meals contributing 30% each. The remaining 20% is for food and drinks consumed between meals (snacks).
- 7.5 Where people's intakes of certain nutrients in excess of recommended amounts (saturated fat, salt and free sugars for example). These underlying principles can help to plan menus that provide these in lower amounts relative to the energy content of meals and help prevent excess intake. To achieve dietary recommendations, where excesses are apparent, the target recommendations within this document are set equivalent to 98% of the dietary reference value for saturated fat and 98% of the population target for average salt intake per day provided from all meals and snacks. A target for free sugars has not been set, as the recommendation for free sugars is substantially lower than previous recommendations and current intakes, and is therefore considered to be a stringent target recommendation in itself.
- 7.6 For fibre, where current population intakes are insufficient, the target recommendation has been set equivalent to 102% of current recommendations.

For vitamins and minerals where insufficiencies are apparent, target recommendations are set so that, in general, 100% of the reference nutrient intake^{xvii} is provided from breakfast, lunch and evening meals. Any food and drink eaten outside these eating occasions would further contribute to intakes. You should take care not to encroach upon maximum safe levels of intake for vitamins and minerals.

7.7 Not all caterers will be providing all meals for their customers. Using the proportions identified in this toolkit will allow those providing for only some eating occasions to set and plan menus to meet relevant nutrient intake levels. In settings where meals are provided across the whole day (such as hospitals and residential care), focus can be placed on meeting food-based healthy eating guidance (set out in section 3) and meeting total daily nutrient requirements calculated for the population group catered for (rather than also meeting nutrient requirements for each meal episode within this). Uptake of different options available would need to be considered and weighting applied as necessary. For further information, see the companion document *Healthier and More Sustainable Catering: Nutrition principles*.

7.8 Developing menus that meet nutrient-based standards requires the support of someone with nutrition knowledge and training. It is likely that an organisation wishing to do this would need to secure the services of a registered nutritionist or dietitian or procure a catering supplier that has the capacity to carry out menu planning in this way. Registered nutritionists or dietitians are able to develop appropriate nutrient standards for the population being catered for, develop menus, and assess menus against nutrient-based standards.

7.9 For those who are not registered dietitians or nutritionists and are undertaking menu development, the Association for Nutrition have developed 'workforce competence models' to guide the development of food and nutrition related training. Further information about the models are available at:

www.associationfornutrition.org/Default.aspx?tabid=300

7.10 Software packages are available to undertake nutrient analysis of menus and compare this with nutrient-based standards. There are several such packages on the market. It is important that appropriate UK-relevant nutrient analysis software with up-to-date information (as a minimum the most recent edition of McCance & Widdowson¹⁵) is used and takes accounts of cooking losses and waste. Those responsible for commissioning food provision to nutrient standards will wish to

^{xvii} The Reference Nutrient Intake (RNI) for a vitamin or mineral is the amount of the nutrient that is enough, or more than enough, for about 97% of the people in a group. If average intake of a group is at the RNI, then the risk of deficiency in the group is very small.

check that actual provision reflects the planned menus and that analysis has been carried out appropriately.

- 7.11 Additional processes may be set up to enable catering providers to meet the needs of those that can not be met through menus calculated to meet population food and nutrient-based standards. This includes those who may have different nutritional requirements due to illness or disease, and are undernourished or at risk of under-nutrition because of a poor appetite. Such requirements may also reflect allergies and intolerances and also religious/cultural backgrounds. Dietitians and other professional groups should be consulted when considering the dietary needs of sub-groups within the general population.
- 7.12 Nutritious and appetising food and drink is only one part of nutritional care. Other aspects include nutrition screening, providing assistance and protected mealtimes. Without this, all the hard work of the catering staff is wasted. In settings like hospitals and residential care, clinical and catering staff should work together to make sure that all aspects of food provision and nutritional care are as good as they can be.
- 7.13 Changing catering provision requires input from dietitians, nutritionists and chefs. The prison example of healthier catering practice on the following page describes how informed professionals worked with prison staff to change food provision. The example from Plymouth on page 57 describes how a school-based service adopting higher nutrition standards has been extended into other community settings. In both cases, there is limited fixed budget available to feed the population being served but the importance of good nutrition for all has been recognised.

Promoting a healthy food culture in prison

Her Majesty's Prison Bristol is helping prisoners to eat more healthily via a programme of practical changes to the catering service allied to prisoner food education.

With a limited daily food and drink budget per prisoner, catering manager, Mark Haddow, says it takes 'careful planning and creative thinking' to ensure the men in HMP Bristol are able to access a healthy diet. Catering staff work closely with a registered dietitian and food technology teacher on menu planning, and in running a healthy eating course that gives prisoners advice and a chance to improve their cooking and budgeting skills. Prison staff and prisoners who are involved in preparing and serving food are encouraged to attend, so they can learn how to promote healthy choices. The aim is to ensure healthier foods are not only on offer but taken up by prisoners while in jail and also upon release.

Registered dietitian, Sue Baic, has worked with the catering team over the past few years to help them reduce the saturated fat and salt content of prisoners' meals and to boost provision of wholegrain foods, fruit, vegetables and oily fish. Cooks use vegetable oils and low fat spreads, instead of butter, for cooking and in sandwiches and rolls. Semi-skimmed milk is provided for drinks and has replaced full fat milk in creamy sauces. There are fewer dishes made with cheesy sauces. Fatty meat is well-trimmed and fat is drained from meat before it is served or added to dishes. Salt is not used in cooking starchy foods or vegetables. The vast majority of foods are cooked from fresh, including sauces, and cooks have cut back significantly on the salt that is added. Wholemeal bread is available as an option at breakfast and lunch, and at least one high fibre cereal option is available at breakfast, including porridge oats or homemade muesli. Oily fish is served at least twice a week and is one of the most popular foods on the menu. Pilchard pasta pots and pilchard filled baguettes are just two of the well taken-up options. Fruit is available as a dessert option at lunch and dinner, and cooks have worked to boost the vegetable content of dishes. Pulses are routinely added to stews and curries. Sue has worked with catering staff to encourage the development of some new vegetable-based dishes such as a roasted root vegetable side dish that is well liked. Although the aim is to make all of the meals healthier, a 'Heart Healthy' option is also identified and marked by a heart symbol on the lunch and dinner menus.

Over 350 prisoners and staff have attended the in-house course, which is based on the 'eatwell plate'. Prisoners learn about how to make healthier choices from the prison menu and the prison shop. In response to changing demand, the shop sells a range of tinned oily fish, nuts/seeds, oats and tinned/fresh/dried fruit. Dried noodles are a popular shop item but prisoners have learned to use less of the salty flavouring packet by replacing it with tinned oily fish. In anticipation of their release, prisoners experiment with healthy cooking including more use of fruit and vegetables and adapting a noodle stir fry dish to include peanuts, oily fish or chicken, depending on their available budget. According to a prison spokesperson, the success of the programme of changes is evident in the increased consumption of healthy items, decreased fruit/vegetable waste, declining salt procurement and the positive staff and prisoner feedback.

See Appendix 6 for contact details.

8. Sustainable food in the UK

8.1 Sustainable food is food which is produced, processed and distributed to feed a growing global population in ways that:

- provides and encourages healthier eating choices
- uses global natural resources sustainably
- promotes high standards of animal and plant health and welfare
- protects food safety
- makes a significant contribution to rural communities and local economies
- reduces waste and promotes low carbon processes and technologies
- supports a thriving and competitive food industry
- protects farmers in developing economies from exploitation

8.2 The diet of a nation can impact health, the economy and sustainability. By showing global leadership on food sustainability the UK demonstrates how to start addressing the challenges of climate change, a growing population and finite natural resources. In response to these challenges, the government's priorities for food and farming are to support and develop British farming and encourage sustainable food production.

8.3 The government aims to achieve this by enhancing the competitiveness and resilience of the whole food chain, including farms and the fish industry, to ensure a secure, environmentally sustainable supply of healthy food with high standards of animal welfare.

8.4 By procuring healthier more sustainable food, the public sector can contribute towards tackling ill health due to poor diet as well as reducing the negative environmental impact of catering services (see Appendix 5). GBSF provides a framework for caterers to begin this process.

8.5 GBSF should be used in tendering processes. Using this guidance will also help to avoid contravening EU public procurement law which regulates the purchasing by public sector bodies of contracts for goods, works or services.

8.6 This law is designed to open up the EU's public procurement market to competition, to prevent "buy national" policies and to promote the free movement of goods and services. Public bodies must award all contracts in line with EU Treaty principles, including the principles of non-discrimination, equal treatment, transparency, procedural fairness, mutual recognition and proportionality. This applies whether or not the contracts are over the value threshold that would make them subject to the EU procurement rules.

8.7 The examples below demonstrate how organisations in the UK are beginning to change catering and procurement practices in order to have a beneficial impact on both food security and health. The importance of dynamic individuals and organisational commitment to change is clear in the case studies that follow.

Buying together for quality and sustainability at an affordable price

A group of public sector caterers led by Gerry Clinton, catering and traded services manager for the London Borough of Havering, is revolutionising procurement by purchasing together to deliver multi-million pound food contracts to higher ethical, environmental and nutrition standards.

When Gerry Clinton pulled together a small group of public catering managers, about eight years ago, he was mostly interested in the power of group purchasing to deliver cost savings and efficiency to the school meals service in Havering that was his responsibility. However, within a few years, Gerry decided the group could deliver so much more for the school children, university students, care home residents and public sector workers who it purchased food for. In collaboration with colleagues, he set about redefining the terms under which the group purchased food so they not only continued to meet European Union procurement laws but aspirational standards for ethics, sustainability and nutrition.

The buying group is open to any in-house, public sector caterer and Gerry urges people to get in touch. Although the group procures a wide range of food categories, those who join the group are welcome to buy-in on any or all they choose. In Havering, Gerry has ensured that purchasing delivers meals that exceed the mandatory national food and nutrition standards for schools. All fish is sustainable, eggs are free range and the cooking milk and carrots are organic. Three-quarters of the food is freshly prepared and menus are designed around seasonal produce. All milk is semi-skimmed and 50% of hard yellow cheese has a maximum total fat content of 25g/100g. Contracts stipulate that suppliers should deliver lower saturated fat and lower salt products across a wide range of food categories wherever possible. Promotional material ensures a high awareness in school communities of the achievements.

These high standards are delivered at prices that are affordable to buyers and beneficial to sellers. For example, the power of group purchasing ensured free range eggs could be made available at 1p more per egg, with even that extra cost made back by efficiencies delivered elsewhere in the contracts. Organic carrots cost no more as a local supplier provides perfectly good seconds that he was struggling to sell at retail. As Gerry says: “I need our suppliers to stay in business and we work closely with them as all of our contracts require them to be responsive in helping us to meet the high standards we set”. The group also takes care to construct and advertise contracts so that small and medium-sized enterprises can bid for parts of them.

See Appendix 6 for contact details.

Health and sustainability go together in school and community meals services

Plymouth's school cooks now produce not only some of the healthiest, most sustainable children's meals in the country but also the city's 'Meals on Wheels' for housebound and older residents.

When Brad Pearce, Plymouth City Council's education catering manager, took over running the city's school meals eight years ago, his main aim was to get the service onto a sound financial footing. Since then, he has done that through innovations in healthy, sustainable menu planning and thinking creatively in terms of how the service works. Most recently, that has meant school kitchens have started production of community meals, including Meals on Wheels and meals for a local residential home. These services take advantage of the high government standards set for the school meals, the expertise of cooking staff, and also ensure school kitchens are used to maximise benefits for the wider city community.

Menus for all services are designed around seasonal produce and 86% of the food is produced from fresh. Vegetables and starchy foods such as rice/pasta are cooked without salt and a mixture of herbs and garlic replaces salt in recipes. According to Brad: "The change has been a bit of an adjustment for some adults but the children are still really open to new tastes and don't notice the absence". Chefs also choose the lowest salt options available of the relatively few bought-in items such as sausages, bread, and spreads. To cut back on saturated fat, recipes use semi-skimmed where milk is required, and meat is well-trimmed. Chefs boost the vegetable content of meals by blitzing them to add to sauces and to use as toppings. There is also a focus on achievements around sustainability.

Plymouth holds The Soil Association's Catering Mark gold award, and allied to progress around the GBSF, this means all fish is certified as sustainable, eggs are free range, and all milk, herbs and wholemeal flour are organic. Menus also include foods and ingredients such as bananas and cocoa that are certified as fairly-traded. Meal options for adults and children include choices such as locally-caught pollock fillets with a homemade tomato relish, new potatoes and seasonal vegetables or Cornish silverside of beef with roast potatoes, broccoli, sweetcorn and gravy. Both fruit and dessert can be chosen as part of meals. Adult meal service recipes are adapted, if necessary, to suit adult tastes and portion requirements. Adult menus are nutritionally analysed and Brad is working with dietitians to ensure the meals are produced to meet appropriate dietary guidelines.

Looking to the future, Brad intends to expand the food service to more residential and nursing homes. He is also working with the city's primary head teachers' association to set up a joint venture co-operative that will ensure a collective approach to food service delivery with partners sharing benefits and risks. Bigger and smaller institutions working together will deliver stronger purchasing power and more sustainable services that support a wide cross-section of the community.

See Appendix 6 for contact details.

Health, wellbeing and sustainability at university

Harper Adams University's catering department sustainability policy includes criteria that work to ensure nutrition and environment go together in the student, staff and visitor meal service.

Catering manager, David Nuttall, oversees the in-house production of around 2,500 meals a day at England's largest university for agriculture and land-based studies. That includes providing three meals a day for 450 young people in student housing. The university works to maximise the potential of its Shropshire campus by integrating the food production from its farms with its meal service and on-site waste management facilities.

Each day begins with a chat between the head chef and the farm manager to discuss how menus can be designed to incorporate the fruit, vegetables, enriched cage eggs and Red Tractor beef, pork and lamb produced on-site. Sustainable fish is bought in along with seasonal produce to top-up what is produced on the campus. Menus include meal deals that offer a protein (meat, fish or vegetarian), starchy food such as potatoes or rice, a fresh vegetable and portion of fruit. Oily fish is offered at least once a week. Menus have been nutritionally analysed so that calorie counts can be placed on menus with a view to working towards reductions where appropriate. Salt is no longer used to cook vegetables/starchy foods and has been pulled from dining tables. Students on the university's meal plan are able to take as much fruits and vegetables as they like.

The university's catering department sustainability policy works alongside ambitious environmental projects on the campus. Food waste from farming, catering, and student kitchens is taken to the on-site anaerobic digestion plant that turns it into compost, except for waste cooking oil that is converted into the biodiesel that powers all campus vehicles. The energy generated by composting provides almost all of the heat and electricity for the main campus. The catering service makes a big contribution to the more than 11,000 tonnes of carbon dioxide equivalent savings each year – meaning the campus saves more than three times the carbon dioxide it emits. Harper Adams has boosted the number of recycling bins around campus food outlets for glass, plastics, paper, cardboard and tin cans.

As David says: "We want to do the best we can for our students and set an example of achievement to our future farmers, caterers and environmentalists".

See Appendix 6 for contact details.

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Appendix 1. Government Buying Standards for Food and Catering Services

THE GOVERNMENT BUYING STANDARD FOR FOOD AND CATERING SERVICES^{xviii}	
<p>Central government procurers, directly or through their catering contractors, are required to apply this GBS. Others are encouraged to follow it. It includes a set of minimum mandatory standards for inclusion in tender specifications and contract performance conditions. It also includes some best practice standards which are recommended but not required.</p> <p>The Balanced Scorecard is a supporting tool to use in order to procure food and catering services. It goes beyond production standards, resource efficiency and nutrition, and help to provide a comprehensive tool for setting technical specifications and evaluating bids. It includes award criteria to reward good practice, and further stimulate investment and innovation</p>	
IMPACT AREA	MANDATORY STANDARDS
A. Production, processing and distribution	
1. Production standards	<p>All food served must be produced in a way that meets UK legislative standards for food production, or equivalent standards. Please refer to the annex below for a list of relevant legislation.</p> <p>If, in any particular circumstances, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the procuring authority shall agree with the catering contractor or supplier to depart from this requirement. The reasons for doing so shall be noted and recorded. This decision shall be signed off by the Head of Procurement or equivalent senior official of the government department or other public body.</p> <p>Procurers or catering contractors must ensure that food</p>

^{xviii} The Government Buying Standards for Food and Catering Services were updated in March 2015 to clarify wording regarding sweetened beverages.

	is verifiable as meeting these standards by either checking that farm inspection systems meet UK standards of inspection or their equivalent, or if not, that they are subject to an independent assurance system.
2. Traceability of fresh, chilled and frozen produce	Catering contractors or food suppliers shall ensure the traceability of fresh, chilled and frozen produce in accordance with current UK legislation or equivalent.
3. Authenticity	The catering contractor or supplier must have systems in place to enable it to check and ensure authenticity of products.
4. Origin of meat and dairy	<p>In line with the industry principles on country of origin information¹, food and catering service suppliers shall indicate the origin of the meat, meat products and dairy products either on the menu or accompanying literature. If this is not practicable, then at minimum the information must be available and be provided on request to the procuring authority or end consumer.</p> <p>¹www.fdf.org.uk/publicgeneral/principles_on_country_of_origin_information.pdf</p>
Animal welfare	
5. Animal welfare	<p>All food served must be produced in a way that meets UK legislative standards for animal welfare, or equivalent standards. Please refer to: www.gov.uk/animal-welfare</p> <p>UK standards are generally similar to EU standards for food production. There are, however, differences in animal welfare standards for some aspects of pigmeat and broiler chicken production. Broiler chicken, pork and pork products must be compliant with UK standards, as set out in the Welfare of Farmed Animals Regulations 2007 (as amended).</p> <p>If, in any particular circumstances, this leads to a significant increase in costs which cannot reasonably be compensated for by savings elsewhere, the procuring authority shall agree with the catering contractor or supplier to depart from this requirement</p>

	and the reasons for doing so shall be noted and recorded. This decision shall be signed off by the Head of Procurement or equivalent senior official of the government department or other public body. In such an eventuality, EU standards shall be met at minimum.
6. Eggs	All eggs, including fresh in-shell, liquid and powdered eggs, are sourced from systems that do not use conventional cages. If from a caged system, enriched cages must be used.
Environment	
7. Higher environmental production standards	<p>At least 10% of the total monetary value of primary commodity (ie raw ingredient) food and drink procured shall be inspected and certified to:</p> <p>i) Publicly available Integrated Production (IP) or Integrated Farm Management (IFM) standards that require the systematic and integrated management, at farm level, of:</p> <ul style="list-style-type: none"> - natural habitats and biodiversity - prevention and control of pollution - energy, water and waste - management of soils, landscape and watercourses <p>and contain within their scope requirements that are consistent with the definition of Integrated Pest Management (IPM) contained in European Council Directive 2009/128/EC.</p> <p>OR</p> <p>ii) Publicly available organic standards compliant with European Council Regulation 834/2007 on organic production and labelling of organic products.</p> <p>NOTE: The 10% is of the total monetary value and can be made up of any combination of commodities allowing the procurer flexibility to find the best solutions</p>

	for their circumstances.
8. Palm oil	<p>From the end of 2015 all palm oil (including palm kernel oil and products derived from palm oil) used for cooking and as an ingredient in food must be sustainably produced¹.</p> <p>¹Support and advice on procuring sustainable palm oil is available from www.cpet.org.uk/ (e-mail cpet@efeca.com, telephone 01305 236100).</p>
9. Fish	<p>All fish¹ are demonstrably sustainable with all wild-caught fish meeting the FAO Code of Conduct for Responsible Fisheries (includes Marine Stewardship Council certification and Marine Conservation Society 'fish to eat', or equivalent).</p> <p>No 'red list' or endangered species of farmed or wild fish shall be used (Marine Conservation Society 'fish to avoid').</p> <p>¹Fish includes all fish including where it is an ingredient in a composite product.</p>
Variety and seasonality	
10. Seasonal produce	In respect of the use of fresh produce, menus shall be designed to reflect the natural growing or production period for the UK, and in-season produce shall be highlighted on menus.
B. Nutrition	
11. Reducing salt	Vegetables and boiled starchy foods such as rice, pasta and potatoes, are cooked without salt.
	Salt is not available on tables.
	At least 50% of meat and meat products, breads, breakfast cereals, soups and cooking sauces, ready meals and pre-packed sandwiches (procured by volume) meet Responsibility Deal salt targets and all stock preparations are lower salt varieties (ie below 0.6g/100mls).
12. Increasing fruit and vegetable consumption	At least 50% of the volume of desserts available is based on fruit – which can be fresh, canned in fruit

	juice, dried or frozen.
	A portion of fruit is cheaper than a portion of hot or cold dessert.
	Meal deals include a starchy carbohydrate, vegetables and one portion of fruit.
13. Reducing saturated fat	Meat and meat products, biscuits, cakes and pastries (procured by volume) are lower in saturated fat where available. At least 50% of hard yellow cheese has a maximum total fat content of 25g/100g; at least 75% of ready meals contain less than 6g saturated fat per portion; at least 75% of milk is reduced fat; and at least 75% of oils and spreads are based on unsaturated fats.
14. Cereals	At least 50% of breakfast cereals (procured by volume) are higher in fibre (ie more than 6g/100g) and do not exceed 22.5g/100g total sugars.
15. Fish	If caterers serve lunch and an evening meal, fish is provided twice a week, one of which is oily. If caterers only serve lunch or an evening meal, an oily fish is available at least once every three weeks.
C. Resource efficiency	
16. Water	Tap water is visible and freely available and such provision is promoted.
	Pre-bottled water (mineral or spring) is not included in the hospitality menu.
17. Reducing landfill	Where waste management is included in the contract, facilities shall be available to staff and customers for recycling cans, bottles, cardboard and plastics.
18. Food waste	Food and catering supplier with off-site meal preparation operations shall provide evidence of a systematic approach to managing and minimising the impacts of waste throughout their direct operations ie those operations over which they have direct financial and/or operational control. This shall include evidence of a continual improvement cycle of objective setting, measurement, analysis, review and the implementation

	<p>of improvement actions.</p> <p>Catering service suppliers which will supply on-site catering services shall:</p> <ul style="list-style-type: none"> • take steps to minimise food waste in their on-site operations by creating a food waste minimisation plan, describing what actions they will undertake • review and revise the actions they are taking with suitable regularity so as to continue to reduce food waste wherever possible • feedback to clients on progress and results with suitable regularity
	<p>The contracting authority shall check whether a separate food waste collection service can be provided. If the service can be provided, while achieving value for money, then it shall meet the best practice standard.</p>
19. Energy management	<p>Energy management policy (off-site catering operations)</p> <p>Catering service contractors with off-site preparation kitchen operations shall have in place an energy management policy appropriate to the nature and scale of their energy use and consumption. Their policy shall commit the organisation to the continual improvement of its energy performance.</p> <p>Energy management policy (on-site catering operations)</p> <p>On-site catering operations shall be run in accordance with the host building's overall energy management policy.</p>
20. Catering equipment	<p>The minimum mandatory Government Buying Standards for catering equipment apply as well as the duty under Article 6 of the Energy Efficiency Directive.</p> <p>Kitchen taps shall have flow rates of not less than 5l/min delivered through either automatic shut off, screw down/lever, or spray taps; and non-flow rate</p>

	elements shall meet the Enhanced Capital Allowance Scheme (ECA) Water Technology List criteria.
21. Paper products	The minimum mandatory Government Buying Standards for paper products shall apply where relevant: eg kitchen paper, napkins and cardboard cups.
D. Social-economic	
22. Ethical trading	At least 50% of tea and coffee is fairly traded.
23. Inclusion of SMEs	Provide opportunity for separate contracts for supply and distribution; and advertise all food-related tenders to SMEs.
24. Equality and diversity	The catering contractor or food supplier shall have a written equality and diversity policy to help ensure it and its sub-contractors are compliant with employment law provisions in the UK Equality Act (2010). In addition, to ensure the procuring authority meets its public sector equality duty, the contractor or food supplier shall have a policy in place as to carrying out its business, such as in terms of awarding sub-contracts or procuring goods, in a way that is fair, open and transparent.
IMPACT AREA	BEST PRACTICE
A. Production, processing and distribution	
25. Environmental production standards	<p>At least 40% of the total monetary value of primary commodity (ie raw ingredient) food and drink procured shall be inspected and certified to:</p> <ul style="list-style-type: none"> - publicly available Integrated Production standards or Integrated Farm Management standards - publicly available organic standards compliant with European Council Regulation (EC) No 834/2007 on organic production and labelling of organic products

B. Nutrition	
26. Snacks	Savoury snacks are only available in packet sizes of 30g or less.
27. Confectionery	Confectionery and packet sweet snacks are in the smallest standard single serve portion size available within the market and not to exceed 250kcal.
28. Sugar sweetened beverages	All sugar sweetened beverages to be no more than 330ml pack size and no more than 20% of beverages (procured by volume) may be sugar sweetened. No less than 80% of beverages (procured by volume) may be low calorie/no added sugar beverages (including fruit juice and water).
29. Menu analysis	Menu cycles are analysed to meet stated nutrient based standards relevant to the major population subgroup of the catering provision.
30. Calorie and allergen labelling	Menus (for food and beverages) include calorie and allergen labelling.
C. Resource efficiency	
31. Environmental Management Systems	The contractor must prove its technical and professional capability to perform the environmental aspects of the contract through: an environmental management system (EMS) for catering services (such as EMAS, ISO 14001 or equivalent).
32. Packaging waste	<p>Packaging waste in delivering food for the catering service is minimised.</p> <p>i. tertiary and secondary packaging consists of at least 70% recycled cardboard</p> <p>ii. where other materials are used, the tertiary packaging must either be reusable or all materials contain some recycled content</p>
33. Food waste	<p>The food waste minimisation plan includes actions and estimated quantifiable reductions.</p> <p>The supplier ensures that appropriate training is given</p>

	<p>to staff to ensure best practice in terms of food waste minimisation.</p> <p>Surplus food that is fit for consumption is distributed for consumption rather than sent for disposal as waste eg gifted to charities/food banks.</p>
34. Energy efficiency	The on-site catering operation is run in accordance with the Carbon Trust food preparation and sector guide (CTV035).
35. Waste minimisation	Food and drink to be consumed in restaurants and canteens must be served using cutlery, glassware and crockery which are reusable and washable.
36. Catering equipment	<p>The best practice Government Buying Standards for catering equipment apply where relevant:</p> <ul style="list-style-type: none"> ○ domestic Dishwashers ○ commercial cooking equipment, including ovens, fryers and steam cookers ○ domestic fridge freezers
37. Paper products	Disposable paper products (eg napkins, kitchen tissue, take-away food containers) meet the requirements of the EU Ecolabel, or equivalent.
D. Social-economic	
38. Ethical trading	All tea, coffee, cocoa and bananas are certified as fairly traded.
	<p>Where food is sourced from states that have not ratified the International Labour Organization Declaration on Fundamental Principles and Rights at Work (1998), or are not covered by the OECD Guidelines for Multinational Enterprise, the supplier of catering and food services shall carry out due diligence against ILO Declaration on Fundamental Principles and Rights at Work (1998).</p> <p>Risk based audits have been conducted against social/ethical supply chain standards eg SA8000 compliance, audit evidence for Ethical Trade Initiative</p>

	<p>(ETI) Base Code compliance, or equivalent.</p> <p>Working with suppliers to improve conditions through pro-active, direct engagement programmes.</p>
	<p>Dairy products meet the Voluntary Code of Practice on Best Practice on Contractual Relationships.</p> <p>Measures are taken to ensure fair dealing with farmers through, for example, the guidance contained in the Groceries Supply Code of Practice: www.gov.uk/government/publications/groceries-supply-code-of-practice/groceries-supply-code-of-practice</p>
39. Inclusion of SMEs	<ul style="list-style-type: none"> i) Contracts are broken into 'lots' to facilitate bids from small producers ii) Contract documents are simplified, with a degree of standardisation. Requirements are clearly stated, up front iii) Contract lengths are geared to achieve the best combination of price and product iv) Longer-term contracts are offered to provide stability v) Tenders are widely advertised vi) Potential bidders are advised on how to tender for contracts vii) Projects to help small producers do business are undertaken viii) Social enterprises are encouraged to compete for contracts ix) Small producers and suppliers are made aware of sub-contractors/suppliers, so that they know who to do business with x) Competition on quality rather than brand

	Fair treatment of suppliers xi) Suppliers of food and catering services provide fair and prompt payment terms for their supply chain eg 30 days maximum xii) Length of contracts and notice period are agreed fairly with suppliers
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Salt Targets to be met by 2017 were published in March 2014. GBSF criteria relate to the targets to be met by 2012. Where products meeting the 2017 targets are available these should be purchased in preference.

For salt targets see:

responsibilitydeal.dh.gov.uk/wp-content/uploads/2012/01/Salt-Targets-for-Responsibility-Deal.pdf

responsibilitydeal.dh.gov.uk/pledges/pledge/?pl=49

responsibilitydeal.dh.gov.uk/responsibility-deal-food-network-new-salt-targets-f9-salt-reduction-2017-pledge-f10-out-of-home-salt-reduction-pledge/

Annexe to Government Buying Standards for Food & Catering:

UK Standards of Production

If you are purchasing food from the UK or abroad, you must ensure it is sourced from producers who adhere to the relevant UK or equivalent standards of production. The standards of production are contained in the legislative standards for Cross Compliance as set out in Common Agriculture Policy legislation (Commission Regulation (EC) No 1122/2009 & 73/2009). The full set of cross compliance rules for England can be found at rpa.defra.gov.uk/CrossCompliance2014.

Cross compliance is the set of rules that serves as a baseline for all farmers in England applying for direct payments (such as the Basic Payment Scheme) and certain Rural Development payments. These rules cover the environment, animal, plant and public health, animal welfare and landscape features. They are split into two types; Statutory Management Requirements (SMRs) which reflect specific elements of EU legislation, and standards of Good Agricultural and Environmental Condition (GAEC). SMR standards are the same in all EU member states; however, GAEC standards will have some variation.

You must therefore ensure that:

1. If sourcing from the UK or an EU Member State, your producer must adhere to the relevant cross compliance rules of the country of production. [Please note: Cross compliance rules differ between UK Devolved Administrations].
2. If sourcing from a third country, your producer must adhere to all Statutory Management Requirements (SMRs) in cross compliance, and all England Good Agricultural and Environmental Condition (GAEC) which are of relevance to the farming land and system in that country of production.

You should note that:

- cross compliance rules differ between UK Devolved Administrations and can be found on each administrations website
- cross compliance rules will change from 1 January 2015 as the new CAP scheme comes into force (Commission Regulation (EC) No 1306/2013). Details of these changes will be published on Gov.uk in late 2014

Summary of cross compliance GAECs and SMRs:

Good Agricultural and Environmental Conditions

- GAEC 1 - Soil Protection Review (SPR)
- GAEC 5 - Environmental Impact Assessment (EIA)
- GAEC 6 - Sites of Special Scientific Interest (SSSIs)
- GAEC 7 - Scheduled monuments
- GAEC 8 - Public rights of way
- GAEC 9 - Overgrazing and unsuitable supplementary feeding
- GAEC 10 - Heather and grass burning
- GAEC 11 - Control of weeds
- GAEC 12 - Agricultural land which is not in agricultural production
- GAEC 13 - Stone walls
- GAEC 14 - Protection of hedgerows and watercourses
- GAEC 15 - Hedgerows
- GAEC 16 - Felling of trees
- GAEC 17 - Tree Preservation Orders (TPOs)
- GAEC 18 - Water abstraction
- GAEC 19 - No spread zones
- GAEC 20 - Groundwater

Statutory Management Requirements

- SMR 1 - Wild birds
- SMR 3 - Sewage sludge
- SMR 4 - Nitrate Vulnerable Zones (NVZs)
- SMR 5 - Habitats and species
- SMR 6 - Pig identification and registration
- SMR 7 - Cattle identification and registration
- SMR 8 - Sheep and goats identification
- SMR 9 - Restrictions on the use of plant protection products (PPPs)
- SMR 10 - Restrictions on the use of substances having hormonal or thyrostatic action and beta-agonists in farm animals
- SMR 11 - Food and feed law
- SMR 12 - Prevention and control of transmissible spongiform encephalopathies (TSEs)
- SMRs 13, 14, 15 - Control of foot and mouth disease, certain animal diseases and bluetongue
- SMR 16 - Welfare of calves
- SMR 17 - Welfare of pigs
- SMR 18 - Animal welfare

Animal Welfare

In most cases UK standards of production are the same as those required by the EU. See www.gov.uk/animal-welfare. There are certain differences in production of meat chickens and of pigmeat, where the UK has more stringent standards:

- EU meat chickens can be stocked to a maximum of 42 kg per m² if conditions in Annex 5 of Directive 2007/43/EC are met, whereas England, Scotland and Wales have an absolute maximum of 39 kg per m²
- close confinement stalls for breeding sows have been unilaterally banned in the UK since 1999, whereas the rest of the EU still permits sows to be kept confined individually for four weeks after service. [Council Directive 2008/120/EC](#), which partially bans the use of sow stalls, came into force on 1 January 2013

Appendix 2. What counts as a portion of fruit or vegetable?

ONE portion = 80g = any of these

1 apple, banana, pear, orange or other similar sized fruit

2 plums or similar sized fruit

½ a grapefruit or avocado

1 slice of large fruit, such as melon or pineapple

3 heaped tablespoons of vegetables (raw, cooked, frozen or tinned)

3 heaped tablespoons of beans and pulses (however much you eat, beans and pulses count as a maximum of one portion a day)

3 heaped tablespoons of fruit salad (fresh or tinned in fruit juice) or stewed fruit

1 heaped tablespoon of dried fruit (such as raisins and apricots). Consume at mealtimes to reduce the risk of tooth decay

1 handful of grapes (14 individual), cherries (11 individual) or berries (10 individual)

a dessert bowl of salad

a glass (150ml) of fruit juice or smoothie. Limit consumption to a combined total of 150ml (one portion) and consume at mealtimes to reduce the risk of tooth decay

Further information on fruit and vegetables can be found on the following websites:

www.nhs.uk/LiveWell/5ADAY/Pages/5ADAYhome.aspx

www.nhs.uk/Livewell/5ADAY/Pages/Portionsizes.aspx

Appendix 3. Food hygiene

Food businesses in the UK must be registered with the local authority and comply with both the European and national food hygiene legislation (which includes temperature control requirements). The food business operator should be able to demonstrate, on inspection, that they have the required knowledge to handle and supply food in a safe manner and must put in place food safety procedures based on the HACCP principles including suitable documentation. The business would also need to show that any staff handling food are supervised and instructed and/or trained in food hygiene matters relating to their job.

The FSA provides lots of information on its website to help catering and retail food businesses including:

- An overview of food business obligations:
www.food.gov.uk/business-industry/food-hygiene
- ‘Safer food better business’ packs are intended to help businesses comply with the requirement for food safety procedures and cover the ‘4C’s’, cooking, cleaning, chilling and cross-contamination:
www.food.gov.uk/business-industry/sfbb
- Food handler hygiene and health:
www.food.gov.uk/sites/default/files/sfbb-introduction_0.pdf
www.food.gov.uk/business-industry/guidancenotes/hygguid/foodhandlersguide
- MyHACCP is a free web tool that will guide you through the process of developing a food safety management system based on Hazard Analysis and Critical Control Point (HACCP):
myhaccp.food.gov.uk/
- Temperature control regulations throughout the UK:
www.food.gov.uk/business-industry/guidancenotes/hygguid/tempcontrolguidanceuk

If you have any questions about how the EU food hygiene legislation applies to food handling, serving or supply at your institution, the FSA strongly recommends seeking further advice from your local authority Environmental Health Department (EHD):
www.gov.uk/find-local-council

New food businesses should ideally be registered with the EHD 28 days before they start to trade. Advice for new businesses can be found in the FSA's 'Starting Up' booklet: www.food.gov.uk/business-industry/startingup

To find contact details for the relevant EHD please go to: www.gov.uk/find-local-council

Appendix 4. Allergen labelling

The consequences for someone with a food intolerance or a food allergy who consumes food containing the food to which they react can range from mild (eg itchy sensation in the mouth or skin rash) to severe, and in some cases potentially fatal anaphylaxis, including difficulties breathing and cardiac arrest.

The EU Food Information for Consumers Regulation No. 1169/2011 requires foods sold pre-packed to declare the presence of a list of specified allergenic foods. This applies to foods sold retail or to mass caterers.

The Regulation 1169/2011 requires food businesses to provide allergy information on food sold unpackaged, in for example catering outlets, deli counters, bakeries and sandwich bars.

The list details 14 foods which must be declared when used as an ingredient or processing aid. These foods are cereals containing gluten (such as wheat, barley, rye and oats), crustaceans (such as prawns, crab and lobster), fish, peanuts, soybeans, milk, eggs, nuts (such as almonds, hazelnuts, walnuts, cashews, Brazil nuts, pecan nuts, Macadamia nuts), celery, mustard, sesame, sulphur dioxide/sulphites, molluscs (such as squid, mussels, cockles, whelks, snails) and lupin.

Within a catering setting there are several important points to consider to help people with food allergies or intolerances make safe and informed choices:

- businesses have to provide information on the 14 specified allergenic foods if they are used as ingredients in food products. This can be given in written form on menus or tickets or it can be given orally by staff. However, if a business chooses to make allergen information available orally, then there must be clear information on the menu or a notice in the premises saying that people with food allergies and/or intolerance can get allergen information by talking to the staff. It is very important that the allergen information provided by the business is accurate and is kept up-to-date in response to any changes in ingredients, to recipes or to the menu
- careful training of staff to minimise cross contamination with foods containing the specified allergenic foods
- training staff to deal appropriately and accurately with an enquiry regarding ingredients that may cause a reaction

The Food Standards Agency provides allergy advice and guidance for all food related businesses and also has a freely available allergy e-learning module. FSA's guidance, advice, training and tools are available free on: www.food.gov.uk/allergen-resources

Advice to help food retailers and caterers selling food that is not pre-packed, which provides allergen information on the food they sell, is also available on their website at: www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoodsleaflet.pdf

The NHS website also offers advice at: www.nhs.uk/conditions/food-allergy/pages/Intro1.aspx

Appendix 5. Sustainable food and service

Animal welfare

UK consumers are concerned about animal welfare. Department for Environment, Food and Rural Affairs (Defra) has produced advice on the legislation and codes of practice designed to protect animal welfare on farms, in transport, at markets and at slaughter. This can be accessed at: www.gov.uk/animal-welfare

Seasonal produce

Foods produced in season (including fruits, vegetables, meat and fish), tend to require fewer inputs in terms of energy, water and other resources than if produced out of season or under cover. Businesses focusing on seasonal produce may increase sales of fresh produce, raise greater awareness of local produce and build stronger links with local food suppliers. This relates to multiple criteria set out in GBSF.

Sustainably sourced fish

Overfishing is widely acknowledged as the greatest single threat to marine wildlife and habitats and many fish stocks are widely reported to be in a state of serious decline. GBSF requires that 100% of fish is from sustainable sources. The Marine Stewardship Council's ecolabel (www.msc.org) and the Marine Conservation Society's Fish online guide (www.fishonline.org) can be used to verify that sustainable fish is being sold.

Higher environmental production standards

Farmers are stewards of more than 70% of EU land. Encouraging environmentally responsible organic or integrated farm management systems supports sustainable food production. Higher environmental standards are recognised by the LEAF marque (www.leafuk.org/leaf/consumers/theLEAFmarquecons.eb) and the Soil Association as well as others. GBSF criteria specify that at least 10% (by value) of procured foods should meet assured higher level standards.

Fairly traded produce

Procuring items such as tea, coffee, chocolate and bananas that are certified under schemes that help to promote ethical procurement practices and better social and economic conditions for producers and employees involved in the supply chain. For example, providing assurance that minimum employment and pay standards are being observed.

Waste minimisation and management

This includes reducing the amount of food wasted in the catering operation and avoiding sending all types of waste to landfill through recycling, composting and so on. This will reduce the greenhouse gas impacts of waste management and, in addition, minimising food waste can reduce costs to the caterer.

Reducing energy consumption

To reduce your greenhouse gas impacts you should look to reduce your organisation's energy consumption through the equipment you buy and the way you run your catering operations. This will also have the added benefit of reducing your costs. CEDA, the Catering Equipment Distributors Association (www.ceda.co.uk), provides advice on energy saving or sustainability.

Opportunities for small suppliers

Small and medium-sized enterprises (SMEs) drive innovation and growth in the economy. They can provide innovative and cost-effective solutions and opening tendering opportunities to them increases competitiveness across the food industry. Procurers should look to create a level playing field so that smaller businesses are able to compete alongside larger businesses for access to government contracts. It is not about providing preferential treatment, but removing barriers like the size of contracts and complex and time consuming bidding processes.

Appendix 6. Examples of healthier, more sustainable catering practice: contacts

Bolton NHS Foundation Trust and Bolton Public Health Team

Bolton Public Health Team

Gary Bickerstaffe
Health Improvement Specialist
Public Health
Le Mans Crescent
Bolton BL1 1SA
gary.bickerstaffe@bolton.gov.uk
www.bolton.gov.uk

Bolton NHS Foundation Trust

Beverley Sharrocks
Catering Manager
Catering Department
Bolton NHS Foundation Trust
Minerva Road
Farnworth BL4 0JR
beverley.sharrocks@boltonft.nhs.uk
www.boltonft.nhs.uk

British Heart Foundation

Tracy Parker
Heart Health Dietitian
Greater London House
180 Hampstead Road
London NW1 7AW
020 7554 0407
parkert@bhf.org.uk
www.bhf.org.uk

Guy's and St Thomas' NHS Foundation Trust

Susan Stagg
Group Catering Manager
Guy's and St Thomas' NHS Foundation Trust
Westminster Bridge Road
London SE1 7EH
susan.stagg@gstt.nhs.uk
020 7188 7919
www.guysandstthomas.nhs.uk

Harper Adams University

David Nuttall
Catering Manager
Newport
Shropshire TF10 8NB
dnuttall@harper-adams.ac.uk
01952 815031
www.harper-adams.ac.uk

Buying Group (Havering)

Gerry Clinton
Catering and Traded Services Manager
London Borough of Havering
7th Floor Mercury House
Mercury Gardens
Romford, Essex
gerry.clinton@haverling.gov.uk
01707 433149
www.haverling.gov.uk

HMP Bristol

Nigel Pitcher
Industrial Catering Manager
HMP Bristol
19 Cambridge Road
Bristol BS7 8PS
nigel.pitcher@hmpr.gsi.gov.uk
01173 723243

Liz Fox
Senior Health Promotion Specialist (Food and Health)
Public Health
2nd Floor
Amelia Court
Pipe Lane
Bristol BS1 5AA
01179 222631
elizabeth.fox@bristol.gov.uk

Hull and East Yorkshire Hospitals NHS Trust

Jill Venables
Head of Facilities, Hull and East Yorkshire Hospitals NHS Trust
I&D Building
Castle Hill Hospital
Hull HU16 5JQ
jill.venables@hey.nhs.uk
01482 328541
www.hey.nhs.uk

NHS Supply Chain, Brakes

NHS Supply Chain

Stephanie Gibney
Ethical and Sustainability Manager
Telford Court, Chester Gates
Dunkirk Trading Estate
Chester CH1 6LT
stephanie.gibney@supplychain.nhs.uk
www.supplychain.nhs.uk

Brakes

Eileen Steinbock
Head of Health and Nutrition
Head Office, Enterprise House
Eureka Business Park
Ashford
Kent TN25 4AG
eileen.steinbock@brake.co.uk
01233 206000
www.brake.co.uk

3663

3663 Advice Centre
Buckingham Court
Kingsmead Business Park
London Road
High Wycombe HP11 1JU
0370 366 3000
www.3663.co.uk

Nottingham Trent University

Ivan Hopkins
Head of Catering and Hospitality
Burton Street
Nottingham NG1 4BU
ivan.hopkins@ntu.ac.uk
0115 941 8418
www.ntu.ac.uk

Public Health England

EMCOR Facilities Services
Janice Shepherd
EMCOR Account Manager
Public Health England
Porton Down
Wiltshire SP4 0JG
janice.shepherd@phe.gov.uk
01980 612744
www.emcoruk.com

Plymouth City Council

Brad Pearce
Education Catering Manager
Education, Learning & Family Support
Plymouth City Council
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brad.pearce@plymouth.gov.uk
01752 307159
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The Soil Association

South Plaza

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Bristol BS1 3NX

0117 314 5000

www.soilassociation.org