Policy · NUT-POL-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 40.5

At a glance

- Food is prepared, stored and served under documented food safety rules.
- Staff who handle food are trained and the training is recorded.
- Temperatures and hygiene are checked and recorded each shift (NUT-REG-002).
- Food found outside safe temperature is not served.
- Stop and get help straight away if: food outside its safe temperature is served, or a food handler is untrained.

1. Purpose

To keep food safe to eat and prevent foodborne harm (40.5).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Food that is not stored, prepared and served safely causes outbreaks of illness, and vulnerable patients are the most at risk. Documented food safety rules are the basis of safe food.

5. Responsibilities

Role	Responsibility	Competence
Catering manager	Owns the food safety rules and checks	Clinical director
Food handler	Follows the rules, records checks and reports problems	Catering manager

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Prepare and store.

- Prepare and store food under the documented rules, with hand hygiene (HH-SOP-001).

Key point: Stored.

Step 2. Check.

- Check temperatures and hygiene on each shift and record them (NUT-REG-002).

Key point: Checked.

Step 3. Act.

- Stop serving any food outside safe temperature and report it at once.

Key point: Acted.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Shifts with temperature and hygiene checks recorded	100%	Weekly	Catering manager	Escalate to the clinical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
NUT-REG-002	Food temperature and hygiene check register	Register
HH-SOP-001	Hand hygiene at the point of care (existing)	Procedure

17. Evidence

Reference	Note
E-009	Based on the ESPEN guideline on clinical nutrition and hydration (2019), the WHO Five Keys to Safer Food (2006), and the ASF Hospital and Long-Term Care standards for nutrition care.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Food Safety & Hygiene Fundamentals** (FOOD-01)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF

Download this document as an editable Word file