

NORTHAMPTONSHIRE HEARTBEAT AWARD



**Working
Towards
a Healthier
Community**

For use in General Catering Establishments



Introduction

The Northamptonshire Heartbeat Award is a countywide scheme promoted and managed by local authority Environmental Health departments in partnership with Northamptonshire County Council. It is a two tier award whereby any caterer who can demonstrate and document high standards of hygiene and a menu which provides healthy options can apply for the “standard” award or the “gold” award.

The Northamptonshire Heartbeat Award is a prestigious award aimed at ensuring that individuals have access to healthier food choices and the information required to adopt a healthier lifestyle and exercise greater control over their health and lives.

The Northamptonshire Heartbeat Award requires caterers to:

- Show good hygiene in the kitchen and serving areas
- Offer a healthy menu

Healthy eating and physical activity are essential for everyone. The UK has one of the highest rates of heart disease and has the most rapidly increasing rates of obesity in Europe. Tackling obesity is the most significant public and personal health challenge facing our society. Eating a well balanced, healthier diet, inside and outside the home will contribute towards better heart health and decrease the risk of ill health now and in the future.

Guidelines for Completing the Questionnaire

The Heartbeat nutrition assessment questionnaire is used to assess the provision of healthier food choices within the referred establishment and therefore will support the application for the Northamptonshire Heartbeat Award (NHA). It is based on 10 main criteria and 10 alternative criteria.

You will need to have:

- Copies of the most recent menus for the establishment (ideally received prior to the meeting to complete the assessment questionnaire)
- Relevant staff present at the meeting, e.g. Cook, Catering Manager.

First, read through the main criteria and fill in the answers to all the questions. (If the criteria are not suitable to the establishment, tick the *not applicable* box in the side panel).

In order to 'Pass' criteria, you must answer 'Yes' to all of the questions asked in each section. You may find that some of the questions within a section are not applicable, but as long as the establishment answers 'Yes' to all the questions that *are* applicable they should be awarded a 'Pass'.

A total of ten criteria must be met, including all the main criteria that are applicable to the establishment.

For every main criteria that isn't applicable, an alternative criteria must be met. (NB You do not need to answer the questions in the alternative criteria if all the ten main criteria have been met.)

Indicate clearly whether or not the Heartbeat Award should be given. If it is felt that just one or two small changes are needed to achieve the standard, recommend these as follow-up work to the establishment on the understanding that, on their achievement, the award certificate will be issued.

The Heartbeat Award General Catering Establishment Questionnaire

Please complete all questions in black ballpoint pen

Name of Establishment and Contract Caterer (if applicable)	
Address and Postcode	
Telephone Number	
Fax Number	
Email	
Contact Name and Job Title (1)	
Contact Name and Job Title (2)	
Food Hygiene Requirements Satisfied	Yes <input type="checkbox"/> No <input type="checkbox"/>
Scores on Doors (please circle)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
1-10 Main Criteria Passed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Criteria Passed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Award to be Given	Yes <input type="checkbox"/> No <input type="checkbox"/>
Suggested Follow Up and Changes:	

Name of Heartbeat Assessing Officer	
Signature	
Local Authority	
Date of Assessment	

Main Criteria

Use the main criteria when they are applicable

①	<p><i>If chips or fried rice are served, an alternative starchy food such as pasta, boiled rice or mashed, boiled or baked potatoes without added fat should always be available.</i></p> <p>On days when chips or fried rice are available, is an alternative of pasta or boiled rice or mashed, boiled or baked potatoes without added fat always offered?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>
②	<p><i>At least one choice of salads, green vegetables or other vegetables should always be available.</i></p> <p>Are portions of salad vegetables and/ or green vegetables (peas, cabbage, spinach, broccoli, etc) and/ or other vegetables (carrots, swede, baked beans) available every day?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>
③	<p><i>Where cakes or desserts are served, fresh fruit should always be readily available.</i></p> <p>Is a variety of fresh fruit available every day, either on display or on the menu?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>
④	<p><i>Reduced fat milk must be offered for beverages and must always be used in cooking.</i></p> <p>4a Is semi-skimmed milk or skimmed milk offered for beverages? n/a <input type="checkbox"/></p> <p>4b Is semi-skimmed milk or skimmed milk always used in cooking? n/a <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>
⑤	<p><i>Unsaturated oils and fats should be used in food preparation and cooking.</i></p> <p>5a Are unsaturated fat spreads readily available as an alternative to butter? n/a <input type="checkbox"/></p> <p>5b Is there evidence that recipes have been modified where possible to alter the type of fats used? (e.g. by using unsaturated oils instead of ghee, butter or lard). n/a <input type="checkbox"/></p> <p>If 'yes', list examples below to help you in your final assessment:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>

Main Criteria

6	<p><i>Unsweetened fruit juice, water, diet drinks or milk should always be available.</i></p> <p>6a Are unsweetened fruit juices, water or diet drinks always available? n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>6b If a large proportion of your customers are children is fresh milk always available as a drink? n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Not applicable <input type="checkbox"/></p> <p style="text-align: right;">Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
7	<p><i>Frying should be replaced by lower fat cooking methods where possible.</i></p> <p>7a If foods can be either grilled or fried, are they always grilled or cooked by another method using minimal fat? n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes' list examples below to help you in your final assessment: </p> <p>7b Do main dishes prepared with a minimum of fat feature on the menu every day? (i.e. not fried, coated in a creamy sauce or in pastry). n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If 'yes' list examples below to help you in your final assessment: </p> <p>7c Is the fat from minced meat and other meats always drained off during cooking? n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Not applicable <input type="checkbox"/></p> <p style="text-align: right;">Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
8	<p><i>A vegetarian option must always be available. If only one is offered it should be a low fat dish.</i></p> <p>8a Is a vegetarian dish based on beans, peas, lentils or nuts always available? n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>8b Is at least one low-fat vegetarian dish, which is not fried or based on full fat cheese or pastry, always offered? n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Not applicable <input type="checkbox"/></p> <p style="text-align: right;">Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
9	<p><i>Customers should be able to add their own fat spreads to potatoes and vegetables and add their own salad dressings and dessert toppings.</i></p> <p>9a If hot vegetables are served, are they served without butter or a glaze so that the customer can add as much or as little as they wish? n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Not applicable <input type="checkbox"/></p>

Main Criteria

<p>9b If jacket potatoes are served are they always available without added butter or fat? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>9c If salads are served are some available without dressings? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>9d Are customers able to choose desserts without toppings such as cream or ice-cream already added? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
<p>10 <i>Establishments should generally use cooking methods and ingredients consistent with healthier catering practices.</i></p>	
<p>10a Where possible, have recipes been adapted to use low-fat ingredients, e.g. semi-skimmed milk, reduced fat cheese, low-fat spreads? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>10b If bread is used for sandwiches or as a meal accompaniment is it always available without butter or other fat spreads? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>10c If bread is used for sandwiches or as a meal accompaniment are wholemeal or granary varieties of bread, rolls, chapattis or pitta always available? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>10d If sandwiches are served, is a choice of lower fat sandwich fillings (i.e. those without mayonnaise or full fat cheese) always available? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>10e Where chips are served which type of chips are normally used? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="margin-left: 20px;">A Thick cut (including wedges) <input type="checkbox"/></p> <p style="margin-left: 20px;">B Medium cut <input type="checkbox"/></p> <p style="margin-left: 20px;">C Thin cut (e.g. French fries) <input type="checkbox"/></p> <p style="margin-left: 20px;">D Crinkle cut <input type="checkbox"/></p> <p style="margin-left: 20px;">E Oven chips <input type="checkbox"/></p> <p>10f Are steps being taken to reduce the amount of salt being added to dishes during preparation and cooking? n/a <input type="checkbox"/></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Not applicable <input type="checkbox"/></p> <p style="text-align: right; margin-top: 100px;">To pass, applicants must answer either A or E</p> <p style="text-align: right;">Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>

Alternative criteria

<p>⑭ <i>Oily fish should be promoted twice weekly in low-fat recipes.</i></p> <p>Are low-fat dishes using oily fish (e.g. pilchards, salmon, mackerel, herring) featured on the menu at least twice a week?</p> <p>n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
<p>⑮ <i>A range of low-fat healthier snack foods should be offered, especially if children are regular customers.</i></p> <p>15a If confectionary is sold, is it placed at the rear of the display or only available on request?</p> <p>n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>15b If crisps are sold, are lower fat snack alternatives always available (e.g. plain popcorn, fruit, breadsticks)?</p> <p>n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
<p>⑯ <i>Where cakes or desserts are served, healthier options should always be available.</i></p> <p>Where cakes, biscuits or deserts are offered, which of the following are also available? (please tick all that apply)</p> <p>A A variety of fresh fruit <input type="checkbox"/></p> <p>B Fresh fruit salad in fruit juices <input type="checkbox"/></p> <p>C Scones or teacakes <input type="checkbox"/></p> <p>D Malt or currant bread <input type="checkbox"/></p> <p>E Fruit puddings without pastry or cream <input type="checkbox"/></p> <p>F Fat-free sponges not filled with cream or butter cream <input type="checkbox"/></p> <p>G Low-fat fromage frais or low-fat yoghurt <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>To pass, applicants must answer A or B plus one or more of the other responses.</p> <p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>
<p>⑰ <i>Where meat and poultry are served, meat should be trimmed of fat and the skin removed from poultry before cooking.</i></p> <p>17a Is fat trimmed from the meat before cooking?</p> <p>n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>17b Are lean cuts of meat used where possible?</p> <p>n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>17c Where appropriate, is the skin removed from poultry before cooking?</p> <p>n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/> Fail <input type="checkbox"/></p>

Alternative criteria

<p>18 <i>Portion sizes should reflect current nutrition guidelines.</i></p> <p>Current nutrition guidelines promote the serving of larger portions of starchy foods (e.g. bread, rice, pasta), salads or vegetables in relation to foods containing a high proportion of fat, such as rich sauces and fatty meats. Do portion sizes reflect this advice?</p> <p>If 'yes', list examples below to help you in your final assessment.</p> <p>..... </p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>
<p>19 <i>Children's portions of a range of healthier options should be offered on the menu.</i></p> <p>If children make up a significant proportion of customers, are smaller portions of healthier options offered?</p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>
<p>20 <i>Where alcohol is served, low and no alcohol drinks must be available.</i></p> <p>If alcoholic drinks are served, are low and no alcohol drinks always available?</p>	<p><i>Not applicable</i> <input type="checkbox"/></p> <p>Pass <input type="checkbox"/></p> <p>Fail <input type="checkbox"/></p>

Appendix 1

Allergen Information for Heartbeat and Heartbeat Gold Award Holders

Award holders should ensure that:

- Requests for allergen free food must be taken seriously.
- All staff must understand the importance of someone asking for an allergen free food.
- All staff must be aware of allergens hiding in foods like sauces and soups and never guess. Always read the label.
- Stop cross contamination. Keep special requests allergen free from start to finish.
- Heartbeat Gold award holders should ensure that staff have read and understood the guidance sheet available from your Heartbeat Award manager at your local District or Borough Council.

Rationale

Food allergy can be a matter of life and death. In the UK about 10 people die every year from an allergic reaction to food and many more end up in hospital. It is very important for caterers to be aware of food allergy and take it seriously.

Appendix 2

Heartbeat Award Management System: STANDARD

Now you have attained the Heartbeat Award, it is important for you to ensure that the high nutritional standards that have already been achieved are maintained throughout the year.

To do this, it is essential that you review your menu at regular intervals.

A simple way of remembering to do this is described below and a decision flow chart is available to help you with the process.

It is recommended you ask yourself the following questions once a month or as and when changes occur.

Question 1

Have you added or removed any item or dish from the menu? Don't forget to look at all of the foods and drinks you supply.

Question 2

Have you made any ingredient changes in any of your dishes? For example are you using a different variety or brand of ingredient or are you adding more or less of a particular ingredient?

Question 3

Have your methods in cooking changed? For example are you frying food instead of baking?

If you have answered **YES** to any of these you will then need to work through the original Heartbeat questionnaire to ensure that you still meet the necessary Heartbeat Award requirements.

The Heartbeat questionnaire will provide you with advice to each question but if you require any further information then please do not hesitate to contact your local Environmental Health Department who will be more than happy to assist you.

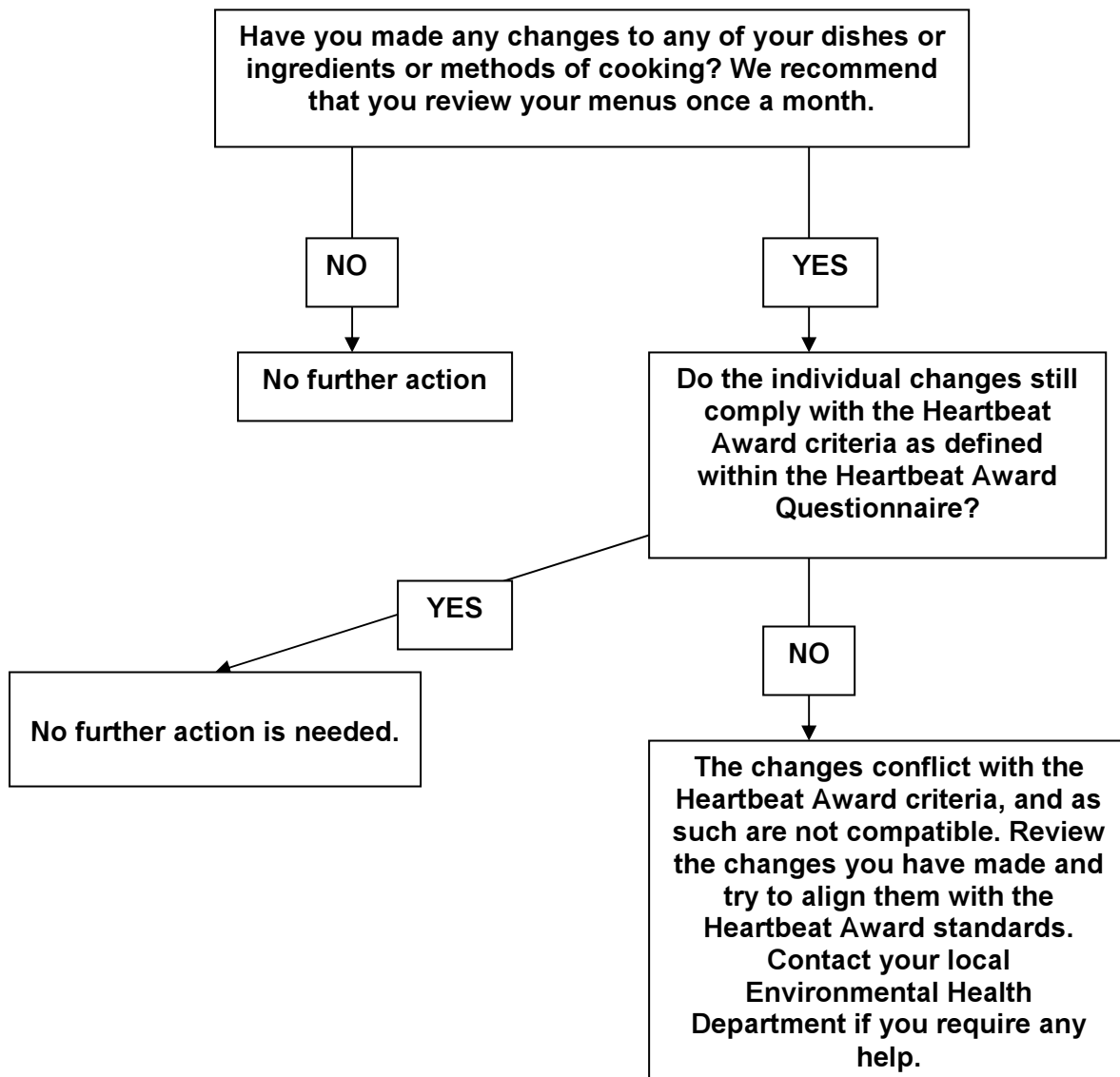
As part of this nutrition management system, you must ensure that your staff are fully aware of the heartbeat award and the requirements within it. Make sure they know which appropriate ingredients should be used within any recipe and the correct methods of cooking which need to be followed. It is also important to keep your staff updated on any changes you may make.

We recommend that you review your menus once a month.

REMEMBER BE ALLERGY AWARE

Note: Heartbeat Gold award holders should record that the menu has been reviewed and criteria still met. A simple pro-forma is available from your Heartbeat Award manager at your local District or Borough Council to assist you with this on request.

Heartbeat Award Management Flow Chart







If you require further information about establishments with the Heartbeat Award or are interested in nominating an establishment you feel deserves to know about this award, please contact the Environmental Health Department of your local District or Borough Council.

Borough Council of Wellingborough	01933 231972
Corby Borough Council	01536 464065
Daventry District Council	01327 302532
East Northamptonshire Council	01832 742340
Kettering Borough Council	01536 534307
Northampton Borough Council	01604 837661
South Northamptonshire Council	01327 322281

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