



THE ESSEX HEALTHYLIFE
'HEALTHY EATING'
GOLD AWARD

self – assessment questionnaire

Colchester Borough Council

THE ESSEX HEALTHYLIFE
HEALTHY EATING AWARDS



Please complete the following details about your establishment.

Name of establishment

Name of contract caterer (if any)

Address

Postcode

Name of contact person

Position

Telephone number

Type of establishment (for example, workplace restaurant, family eatery, sandwich bar)

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What meals do you serve?
 (please tick all that apply)

breakfast	<input type="checkbox"/>	24 hour service (for example, for shift workers)	<input type="checkbox"/>
breaks / snacks	<input type="checkbox"/>	catering for functions/meetings	<input type="checkbox"/>
lunch	<input type="checkbox"/>	evening meal	<input type="checkbox"/>
all-day light meals	<input type="checkbox"/>	other	<input type="checkbox"/>
If 'other' please describe			

What is the serving style on your premises?

Table service	<input type="checkbox"/>	Self-service: single servery	<input type="checkbox"/>
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Self-service: multiple serveries (for example separate salad bar, hot food counter and so on)	<input type="checkbox"/>
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Seating	<input type="checkbox"/>	No seating	<input type="checkbox"/>
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How often do you change your menus?

During what hours do you provide a service to customers:

On week days?	<input type="checkbox"/>	At weekends?	<input type="checkbox"/>
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Which days, if any, are you closed?	
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How many people do you serve each day, on average?	<input type="text"/>
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Breakfast?	<input type="checkbox"/>	Lunch?	<input type="checkbox"/>
Evening meal?	<input type="checkbox"/>	Other meals?	<input type="checkbox"/>



Completing the self-assessment form

To be eligible for the Healthylife 'Healthy Eating' GOLD Award, you must meet the conditions as outlined in this document and in the assessment criteria.

The first stage in the assessment process is for you to fill in this self-assessment questionnaire. You should tick '**Yes**', '**No**' or '**Does not apply**' for each of the conditions as it relates to the food that you serve.

Some of the conditions may not be relevant to the food you serve, in which case you should answer '**Does not apply**'. For example, a sandwich shop will not have to serve vegetables as an accompaniment to hot meals.

To be eligible for an award, you must meet each of the conditions. Before applying for external assessment you must be able to answer '**Yes**' or '**Does not apply**' to each of the conditions. If you have answered '**No**' to any of the conditions, you must make the appropriate changes to allow you to answer '**Yes**' before we can assess you.

What happens next?

Once you have filled in your self-assessment questionnaire, you should fill in the application for assessment form and send it with your self-assessment questionnaire to the Healthylife 'Healthy Eating' Award Team at your local Council's Environmental Health Section. You must also send a copy of your menu(s), including any breakfast, salad bar or deli bar menus, and a selection of your recipes. The recipes should be for dishes that you have labelled as Healthy Eating choices, and should include different kinds of dishes that you serve, for example, a starter, 2 main courses, a soup and so on.

Applications for The Essex Healthylife 'Healthy Eating' GOLD Award must be sent to your local Environmental Health Officer at:

Environmental Health, Food Team
Colchester Borough Council
PO Box 889, Town Hall, High Street,
Colchester, Essex, CO1 1FL



1. We keep the level of fats and oils to a minimum in the food we serve, particularly saturated fats.

YES

a. To be able to answer 'yes', you **must** keep to each of the conditions below. The following requirements apply to food across the whole menu and should be followed at all times.

For example, 'We always use only a small amount of oil when we prepare food'.

In the Kitchen

When preparing food		Yes	Does not apply	No	For office use
1	We use only a small amount of oil when we prepare or cook food (except if deep-fat frying).				
2	If we are using oil, we use only polyunsaturated or monounsaturated oils.				
3	When we fry food, we heat the oil to the correct temperature (The best temperature is 350 to 375 degrees F).				
4	When we fry food we change the oil regularly.				
5	We drain excess fat from food before serving.				
6	We use leaner cuts of meat.				
7	We trim excess fat from meat before serving.				
8	We remove skin from poultry before cooking, except when roasting.				
9	We skim fat from the surface of gravy before serving.				
10	When we serve chips, we use thick-cut or steak-cut varieties.				
11	We use lower-fat milk (semi-skimmed or skimmed milk).				
12	We use lower-fat or unsaturated spreads when preparing sandwiches and so on.				
13	We use lower-fat varieties of mayonnaise and in small amounts.				



Front of House

When preparing food		Yes	Does not apply	No	For office use
14	Lower-fat milk (skimmed or semi-skimmed) is always available for hot drinks, cereals and so on.				
15	Lower-fat spreads or unsaturated margarines are always available, for example, for scones, baked potatoes and so on.				
16	If yoghurts are served, low-fat varieties are always available.				
17	If salad dressings are served, lower-fat varieties are always available.				

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b. You should also keep to the following conditions **whenever possible**, when preparing food across the whole menu.

For example, *'Whenever possible we oven-bake products instead of frying'*.

In the Kitchen

Whenever possible		Yes	Does not apply	No	For office use
18	We use cooking methods such as grilling, steaming or stir-frying instead of frying and roasting with added fat.				
19	We oven-bake products instead of frying.				
20	We use unsaturated margarines or oils in cooking instead of butter.				
21	We serve vegetables and salads without dressing or butter.				
22	We serve accompaniments separately, for example, sauces, gravy, dressings, dessert toppings and so on.				
23	We thicken sauces using thickeners such as arrowroot or cornflour, instead of using a roux.				
24	We use lower-fat alternatives to cream when cooking, such as very low-fat crème fraiche, fromage frais, low-fat yoghurt.				
25	We use lower-fat varieties of cheese.				
26	We serve dishes containing oil-rich fish such as salmon, mackerel or sardines.				
27	We use lower-fat versions of products if they are available.				

Any other information that shows you are keeping fat to a minimum:



2. We keep the level of salt to a minimum in the food we serve.

YES

a. To be able to answer 'yes', you must keep to each of the conditions below. The following requirements apply to food across the whole menu and apply at all times.

For example, '*We always use salt sparingly when seasoning dishes*'.

In the Kitchen

When preparing food		Yes	Does not apply	No	For office use
28	We use salt sparingly when preparing and seasoning dishes, and when cooking potatoes, rice, pasta and vegetables.				
29	We do not add salt to dishes prepared using cooking sauces, stocks, bouillon and so on.				
30	If we use vegetables canned in brine or salt water, we rinse them thoroughly before use.				



b. You should also keep to the following conditions **whenever possible**, when preparing food across the whole menu.

For example, *'Whenever possible we use alternative flavourings to salt such as herbs and spices.'*

In the Kitchen

Whenever possible		Yes	Does not apply	No	For office use
31	We have removed salt containers from dining tables.				
32	We avoid adding any salt to dishes when preparing them or seasoning them.				
33	We avoid adding salt when cooking potatoes, rice, pasta and vegetables.				
34	We use other flavourings such as herbs and spices.				
35	If we use tinned vegetables, they are canned in water with no added salt.				
36	We use lower-salt varieties of products where available.				

Any other information that shows you are keeping salt to a minimum:

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3. We keep the level of sugar to a minimum in the food we serve.

YES

a. To be able to answer 'yes', you must keep to each of the conditions below. The following requirements apply to food across the whole menu and should be followed at all times.

For example, 'We have unsweetened varieties of fruit juice available at all times'.

At all times		Yes	Does not apply	No	For office use
37	Reduced-sugar (less than 0.5 grams of sugar per 100 millilitres (ml)) or sugar-free soft drinks are available as an alternative to soft drinks.				
38	We only sell flavoured waters which are low in sugar (less than 0.5 grams of sugar per 100 millilitres (ml)) or are sugar-free.				
39	Unsweetened varieties of fruit juices are always available.				
40	If we use canned fruit, we only use fruit tinned in natural juice, not syrup.				
41	If we serve yoghurts containing fruit syrup, lower-sugar alternatives are always available.				

b. You should also keep to the following conditions whenever possible, when preparing food across the whole menu.

Whenever possible		Yes	Does not apply	No	For office use
42	When preparing food we add as little sugar as possible.				

Any other information that shows you are keeping sugar to a minimum:

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4. We make fruit and vegetables clearly available for customers

YES

a. To be able to answer 'yes', you must keep to each of the conditions below. The following requirements apply to food across the whole menu and apply at all times.

For example, 'We always offer vegetables or salad as an accompaniment to plated meals and snacks'.

At all times		Yes	Does not apply	No	For office use
43	We always have fruit clearly available.				
44	We always offer vegetables or salad as an accompaniment to all plated meals and snacks, for example, sandwiches and baked potatoes.				
45	At least two types of vegetables, pulses or beans are always available as an accompaniment to hot meals (not including potatoes).				
46	If we use canned fruit, it is tinned in juice rather than syrup,				
47	If we serve dessert, a fruit-based dessert which is low in fat is always available,				

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b. You should also keep to the following conditions **whenever possible**, when preparing food across the whole menu.

For example, *'Whenever possible we use cooking methods other than boiling, such as steaming, microwaving and stir-frying'*.

Whenever possible		Yes	Does not apply	No	For office use
48	We cook vegetables in very small amounts of water and for the shortest amount of time.				
49	We use cooking methods other than boiling, such as steaming, microwaving and stir-frying.				
50	We include vegetables, beans and pulses in dishes.				
51	We serve vegetables and salads without sauces or dressings.				

Any other information that shows you are keeping fruit and vegetables easily available:



5. We make starchy foods the main part of most meals

YES

To be able to answer 'yes', you **must** keep to each of the conditions below.
The following requirements apply to food across the whole menu and apply at all times.
For example, 'Wholemeal or other high-fibre varieties of bread and rolls are always available'.

When preparing food		Yes	Does not apply	No	For office use
52	We serve all main meals with a starchy carbohydrate as an accompaniment, for example, bread, potatoes, rice or pasta.				
53	If we serve chips, we always have healthier starchy alternatives available, such as boiled potatoes, rice or pasta.				
54	Wholemeal or other high fibre varieties of bread and rolls are always available.				
55	We always serve bread as an accompaniment to soup, salads and main meals.				
56	If breakfast is served, unsweetened wholegrain cereals are always available, for example, muesli, all-bran and porridge.				
57	When we serve chips, we always use thick-cut or steak-cut varieties				

Any other information that shows you are making starchy carbohydrates widely available:



6. We provide healthy and nutritious food for children

YES

If children are not allowed in your establishment then tick 'Does not apply'.

To be able to answer 'yes', you **must** keep to each of the conditions below.

The following conditions **apply specifically to food prepared for children**.

You must follow these conditions at all times when preparing food for children. You must also follow the conditions in sections 1 to 5 as normal.

For example, 'When providing food for children we always offer child-size portions of a variety of adult meals, including a selection of healthy eating choices'.

When preparing food for children		Yes	Does not apply	No	For office use
58	We offer child-size portions of a variety of adult meals, including a selection of healthy eating choices.				
59	We do not use reformed or reconstituted products made from mechanically-recovered meat.				
60	We do not automatically serve chips with all items on the children's menu. We serve alternatives such as baked potatoes, pasta and rice.				
61	When chips are served, we only offer them as an accompaniment to a main meal. We do not offer chips alone as a snack or meal.				
62	We serve fruits, berries, vegetables or salad as part of every meal.				
63	We provide milk, unsweetened fruit juice and water to drink.				
64	We provide only low-sugar or sugar-free varieties of soft drinks for children (less than 0.5 grams of sugar per 100 millilitres (ml)).				

Any other information that shows you provide healthy and nutritious food for children



7. At least 50% of the menu items we serve are labelled as healthy eating choices

YES

To be able to answer 'yes', you **must** keep to each of the conditions below.

This section looks at the ingredients and catering practices that you must use to prepare the healthy eating choices. Many of the conditions in this section repeat information from previous sections, for example, how to reduce fat, salt and sugar on the menu. By repeating some of these conditions here, this section contains all you need to know to be able to label a dish as a healthy eating choice.

Important

You can only label a dish as a healthy eating choice if you keep to the following conditions.

Each condition should be preceded by the phrase 'When preparing dishes to be labelled as healthy eating choices ...'

For example, 'When preparing dishes to be labelled as healthy eating choices we use semi-skimmed milk'.

When preparing and cooking dishes to be labelled as healthy eating choices ...		Yes	Does not apply	No	For office use
65	We use only a small amount of oil when preparing or cooking the dish.				
66	If we are using oil, we use only polyunsaturated or monounsaturated varieties, and in small amounts.				
67	We do not shallow-fry or deep-fry, but use other cooking methods such as oven-baking or grilling.				
68	We drain the excess fat from food before serving.				
69	We use leaner cuts of meat.				
70	We trim the excess fat from the meat before serving.				
71	We remove the skin from poultry before cooking, except when roasting.				
72	We skim the fat from the surface of gravy.				
73	We use only skimmed or semi-skimmed milk.				
74	We use only lower-fat spreads or unsaturated margarines instead of butter.				

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75	We use lower-fat mayonnaise				
76	We thicken sauces using thickeners such as arrowroot or cornflour, instead of using a roux.				
77	We do not add cream during cooking, but use lower-fat alternatives instead if needed, such as fromage frais or low-fat yoghurt.				
78	We serve vegetables and salads without butter, dressing or sauces.				
79	We serve dressings and sauces separately, for example, gravy, salad dressing, dessert toppings.				
80	We offer lower-fat salad dressings, if dressings are served.				
81	We use salt sparingly when seasoning dishes, and add none at all whenever possible.				
82	We do not add salt to dishes prepared using cooking sauces, stocks and so on.				
83	If we use nuts, we only use unsalted varieties.				
84	If we use tinned fruit we only use fruit canned in fruit juice, not syrup.				

In the box below, give an example of a healthy eating choice dish that you offer and give practical examples of how this dish is prepared to allow it to be highlighted as a healthy eating choice, particularly in terms of the fat, salt and vegetable/fruit content.

For example, chicken stir-fry - this dish is prepared by stir-frying in very small quantities of rapeseed oil; the oil is drained before serving; vegetables are added; soya sauce is used, but no further salt is added

Name of dish:
Comments:

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Only certain varieties of some foods can be labelled as healthy eating choices.

For example, for bread to be labelled as a healthy eating choice, it must be wholemeal or another high-fibre variety.

Only the following varieties of foods can be labelled as healthy eating choices		Yes	Does not apply	No	For office use
85	We label only wholemeal and other high-fibre breads and rolls as healthy eating choices				
86	We label only unsweetened, higher fibre breakfast cereals as healthy eating choices.				
87	If chips are available, we label the healthier starchy alternatives, as healthy eating choices, such as baked or boiled potatoes.				
88	We label only low-fat varieties of yoghurts as healthy eating choices.				
89	When we serve drinks, we label only water, unsweetened fruit juice and lower-fat milk as healthy eating choices, and these are always available.				

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We offer a healthy eating range of sandwiches YES Does not apply

90	When preparing sandwiches in the healthy eating range...	Yes	Does not apply	No	For office use
	We use only low-fat spread or unsaturated margarine, and only in small amounts.				
	When we use mayonnaise as a binding agent we use only lower-fat varieties and only in small amounts.				
	We use only lower-fat fillings.				
	Less than 50% of our healthy eating sandwich fillings contain mayonnaise.				
	At least half of the healthy eating sandwiches are made with high fibre bread.				
	At least one healthy eating sandwich is made with high fibre bread and contains salad or vegetables.				

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At least one healthy eating choice is available in each section of the menu YES

To be able to answer 'yes', you **must** make sure that at least one healthy eating choice, prepared by following the above conditions, is available at all times in each section of your menu.

91	At least one healthy eating choice is available in each of the following sections of the menu	Yes	Does not apply	No	For office use
	Breakfast				
	Starters				
	Light meals, for example baked potatoes and soups				
	Sandwiches				
	Hot meals				
	Cold meals, for example, the salad bar				
	Desserts				
	Savoury snacks, for example, crisps, rice snacks, fruit and vegetable crisps				
	Sweet snacks, for example, cereal bars and bakery products				
	Beverages				
	Vending machines				
	We have vending machines which offer a mixture of products, for example, sandwiches, yoghurt and fruit. In these machines a healthy eating choice is available for each type of product.				
	We have drinks vending machines in our establishment. These contain water, lower-fat milk or unsweetened fruit juice. If this is not possible, these drinks are available from the counter or from another vending machine.				



8. We have an appropriate sales promotion and marketing strategy

YES

To be able to answer 'yes', you **must** keep to each of the conditions below.

The following conditions apply to sales promotion and marketing activities within your establishment, to encourage and support healthy eating. The following requirements apply at all times.

a. When promoting items on your menu

What you must do...		Yes	Does not apply	No	For office use
92	We let customers know about the broad changes we are making to the way we prepare our food, for example, using lower-fat milk, using monounsaturated oils and so on.				
93	We have made all staff fully aware of the award and what we are doing to achieve it.				
94	We clearly identify healthy eating choices on the menu using an appropriate logo (with explanation) or similar.				
95	We clearly identify healthy eating choices on the servery counter, on salad bars and so on.				
96	We price the healthy eating choices competitively with all other menu items.				
97	We arrange the healthy eating choices in the most prominent positions where they can be seen and reached easily.				
98	We use sales promotion and marketing activities to encourage customers to choose healthier products and to promote the healthy eating choices.				
99	If we have a sales promotion for products such as crisps or sweets, we will promote healthier products at the same time.				
100	We will hold at least two promotional events each year to encourage healthier eating.				

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b. When promoting the award:

What you must do...		Yes	Does not apply	No	For office use
101	A statement of commitment to Healthy Eating is clearly displayed in our establishment.				
102	On achieving the award we will display the award charter to let customers know about our achievement.				
103	On achieving the award we will give customers information on the award and what we had to do to achieve the award.				