



THE ESSEX HEALTHYLIFE  
**'HEALTHY EATING'**  
SILVER 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)

THE ESSEX HEALTHYLIFE  
**HEALTHY EATING AWARDS**



**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"/> |
|---------------|--------------------------|------------------------------|--------------------------|

|   |                          |
|---|--------------------------|
| Self-service: multiple serveries (for example separate salad bar, hot food counter and so on) | <input type="checkbox"/> |
|---|--------------------------|

|         |                          |            |                          |
|---------|--------------------------|------------|--------------------------|
| Seating | <input type="checkbox"/> | No seating | <input type="checkbox"/> |
|---------|--------------------------|------------|--------------------------|

**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"/> |
|---------------|--------------------------|--------------|--------------------------|

|                                     |  |
|-------------------------------------|--|
| Which days, if any, are you closed? |  |
|-------------------------------------|--|

|   |  |
|---|--|
| <b>How many people do you serve each day, on average?</b> |  |
|---|--|

|               |                          |              |                          |
|---------------|--------------------------|--------------|--------------------------|
| 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' SILVER 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', or 'No' for each of the first 10 conditions. If any condition at 1 to 10 does not relate to the food that you serve you may replace it with a suitable alternative (from 11 – 18). If one of the first ten conditions does apply to your business you must keep it (unless you have an agreement with the Environmental Health Officer).

Before applying for external assessment you must be able to answer 'Yes' to each of the conditions that form your first ten 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 (Registration 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' SILVER 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. 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 must always be available.**

YES  NO

**Tips:**

Healthier catering is not about taking chips off the menu. Chips are often one of the most popular menu items and can be part of a healthier catering plan by making small changes such as cutting potatoes thickly or buying thick/steak cut chips (that may be pre-blanching in a steamer), cooking at the correct temperature in unsaturated oil and draining them thoroughly.

Brown rice or wholemeal pasta are good choices if they are popular with customers but people generally prefer white varieties. Healthier catering means providing large servings of either type of rice or pasta to increase carbohydrate intakes.

- 2. Frying must be replaced by lower fat cooking methods wherever it is possible without detriment to the food.**

YES  NO

**Tips:**

- a) If foods can be either grilled or fried, are they always grilled or cooked by another method using minimal fat?
- b) 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).
- c) Is the fat from minced meat and other meats always drained off during cooking?

- 3. Unsaturated oils and fats must be used in food preparation and cooking wherever it is possible without detriment to the food.**

YES  NO

**Tips:**

- a) Are unsaturated fat spreads readily available as an alternative to butter?
- b) 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.)



**4. Reduced fat milk must be offered for beverages and must always be used in cooking wherever it is possible without detriment to the food.**

YES  NO

**Tips:**

- a) Is semi-skimmed milk or skimmed milk offered for beverages?
- b) Is semi-skimmed milk or skimmed milk always used in cooking?

**5. At least one choice of fresh fruit AND vegetables must always be readily available.**

YES  NO

**Tips:**

Caterers can offer more fruit and vegetables by:

- always having attractive looking fresh fruit on display (aim for five or more types so that regular fruit eaters have some variety)
- trying to offer alternative fruit dishes (e.g. fruit kebabs), and incorporating fruit into other desserts and dishes, including cold starters (e.g. asparagus and orange salad) and savoury dishes (e.g. citrus chicken)
- adding dried or fresh fruit to breakfast cereals or desserts
- offering fresh fruit salad and mixing chopped fresh fruit into yogurt
- incorporating extra vegetables into casseroles
- offering colourful and interesting salads (with low fat dressings) and vegetables with main meals

**6. The level of salt AND sugar in the foods you serve must be kept to a minimum wherever it is possible without detriment to the food.**

YES  NO

**Tips:**

- remove salt containers from dining tables
- avoid adding salt when cooking potatoes, rice, pasta and vegetables
- use flavourings such as herbs & spices instead of salt
- when preparing foods add as little sugar as possible



**7. Unsweetened fruit juice, water, diet drinks or milk must always be available.**

YES  NO

**Tips:**

- a) Are unsweetened fruit juices, water or diet drinks always available?
- b) If a large proportion of your customers is children, is fresh milk always available as a drink?

**8. Healthy and nutritious food for children must be provided, where children are served. In particular children's portions of a range of healthier options should be offered on the menu and a range of low-fat healthier snack foods must be offered.**

YES  NO

**Tips:**

- a) If confectionery is sold, is it placed at the rear of the display or only available on request?
- b) If crisps are sold, are lower fat snack alternatives always available (e.g. plain popcorn, fruit, breadsticks)?

**9. Customers should be able to add their own fat spreads to potatoes and vegetables and add their own salad dressings and dessert toppings.**

YES  NO

**Tips:**

- a) 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?
- b) If jacket potatoes are served are they always available without added butter or fat.
- c) If salads are served are some available without dressings?
- d) Are customers able to choose desserts without toppings such as cream or ice-cream already added?



**10. At least one third of the menu items can be described as healthy eating choices, i.e. produced using cooking methods and ingredients consistent with healthier catering practices.**

YES  NO

**Tips:**

- a) Where possible, have recipes been adapted to use low-fat ingredients, e.g. semi-skimmed milk, reduced fat cheese, low-fat spreads?
- b) If bread is used for sandwiches or as a meal accompaniment is it always available without butter or other fat spreads?
- c) If sandwiches are served, is a choice of lower fat sandwich fillings (i.e. those without mayonnaise or full fat cheese) always available?
- d) Where chips are served which type of chips is normally used?
  - Thick cut (including wedges)
  - Medium cut
  - Thin cut (e.g. french fries)
  - Crinkle cut
  - Oven chips
- e) Are steps being taken to reduce the amount of salt being added to dishes during preparation and cooking?



### **Alternative Criteria**

If it is not possible to apply any of the main award conditions then 10 achievements can be met by selecting a suitable alternative condition from the following.

#### **11. Wholemeal or granary bread must always be readily available and wholemeal pasta and grains should be offered regularly.**

- a) Are wholemeal or granary varieties of bread, rolls, chapattis or pitta always available?
- b) If the menu is largely composed of rice and pasta dishes are some wholewheat/wholegrain versions regularly on offer?
- c) Is there evidence that some recipes have been modified to use wholewheat flour or wholegrains?

#### **12. The business is seen to be actively promoting healthier options.**

- a) Are healthier options given a more prominent position in Yes displays, for example, sugar-free drinks being more prominent than sugared varieties?
- b) Does pricing policy encourage customers to include Yes vegetables, salads, fruits or additional starchy foods such as bread with their meal?
- c) Has thought been given to the naming of healthier options?
- d) Are staff encouraged to promote healthier options?

#### **13. Low-fat versions of salad dressings, dessert toppings and fat spreads are always offered.**

- a) If salad dressings are used, are low-fat versions on display or on the menu?
- b) Are low-fat spreads on display or on the menu?
- c) If desserts are served, are lower fat dessert toppings such as low-fat fromage-frais, low-fat yoghurt or half cream on display or on the menu?

#### **14. Oily fish is promoted twice weekly in low-fat recipes.**

Are low-fat dishes using oily fish (e.g. pilchards, salmon, mackerel, herring) featured on the menu at least twice a week?



**15. Where cakes or desserts are served healthier options are always be available.**

Where cakes, biscuits or desserts are offered, which of the following are also available?  
(Please tick all that apply)

- A variety of fresh fruit
- Fresh fruit salad in fruit juices
- Scones or teacakes
- Malt or currant bread
- Fruit puddings without pastry or cream
- Fat-free sponges not filled with cream or butter-cream
- Low-fat fromage frais or low-fat yoghurt

**16. Where meat and poultry are served meat is trimmed of fat and the skin removed from poultry before cooking.**

- a) Is fat trimmed from the meat before cooking?
- b) Are lean cuts of meat used where possible?
- c) Where appropriate, is the skin removed from poultry before cooking?

**17. Portion sizes reflect current nutrition guidelines. 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?

**18. Where alcohol is served low and no-alcohol drinks must be available.**

If alcoholic drinks are served, are low and no-alcohol drinks always available?