



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Dietary Services (DT)		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Physical facility in Dietary Department		
<b>Applies To:</b>	All Dietary Services staff		
<b>Preparation Date:</b>	January 06, 2025	<b>Index No:</b>	DT-IPP-002
<b>Approval Date:</b>	January 20, 2025	<b>Version :</b>	2
<b>Effective Date:</b>	February 20, 2025	<b>Replacement No.:</b>	DT-IPP-002(1)
<b>Review Date:</b>	February 20, 2028	<b>No. of Pages:</b>	03

## 1. PURPOSE:

- 1.1 The physical facilities or structure of a food establishment or operation must be properly designed, constructed, installed, operated and maintained in order to ensure adequate food safety and sanitation.

## 2. DEFINITONS:

- 2.1 Physical Facility in the Dietary Department – is one of the factors that can contribute to food safety. Unsafe food causes many acute and life – long diseases, ranging from diarrheal diseases to various forms of diseases. To avoid or prevent these food borne diseases, cleanliness and sanitation is important.
- 2.2 Physical Facilities – where food is stored prepared and served must be free of rats, mice, flies, roaches, ants and other vermin.

## 3. POLICY:

- 3.1 It is essential that any premises where food is stored, prepared or served be maintained in a serviceable, clean condition with intact surfaces and without risk to patients, healthcare workers and members of the public
- 3.2 The physical facilities or structure of a food establishment or operation must be properly designed, constructed, installed, operated and maintained in order to ensure adequate food safety and sanitation.
- 3.3 The physical facilities shall be maintained in good repair.

## 4. PROCEDURE:

- 4.1 Floors, Walls and Ceilings:
  - 4.1.1 The floors, walls and ceilings shall be designed, constructed and installed so they are smooth and easily cleanable, except anti-slip floor coverings or applications, which are used for safety reasons. These surfaces shall be kept clean, in good repair and free of grease and debris. Mats shall be removable and easily cleaned. Any holes or gaps along the floors, walls or ceiling shall be filled or closed in. Attachments to walls or ceilings such as light fixtures, vent covers, wall mounted fans, decorative items and other attachments shall be easily cleanable and kept clean and free of debris.
- 4.2 Lighting:
  - 4.2.1 Light bulbs shall be shielded, coated or otherwise shatter-resistant in areas where there is exposed food, equipment, utensils or linens. Lighting shall be adequate in all food production areas or equipment areas as a safety factor.
- 4.3 Heating, Ventilating and Air Conditioning System Vents:
  - 4.3.1 Heating, ventilating and air conditioning systems shall be designed and installed so that air intake and exhaust vents do not cause contamination of food, food – contact surfaces,



equipment or utensils. Hood filters and fans shall be clean and free from grease and contamination.

- 4.4.1 Windows shall be closed and tight-fitting. Screens shall be used on any window open for ventilating and air curtains can be installed at heavily used doors to prevent entry of insects and rodents
- 4.4 Insect Control Devices:
  - 4.4.1 Insect control devices that are used to electrocute or stun flying insects shall be designed to retain the insect within the device. Insect control devices shall be installed so that the devices are not located over food production area and dead insects and insect fragments are prevented from being impelled onto or falling on exposed food, equipment, utensils or linens.
- 4.5 Restrooms:
  - 4.6.1 Restroom facilities shall not open directly into the food preparation or dishwashing areas. Toilet facilities shall be accessible to employees. Restroom facilities shall have running hot and cold water, a supply of toilet tissue, hand washing soap, sanitary towels or hand drying device and at least one waste receptacle. A sign or poster that notifies food employees to wash their hands shall be clearly visible and provided at all hand washing lavatories used by food employees.
- 4.6 Drainage:
  - 4.7.1 Should be designed to prevent waste from a contaminated area draining towards a clean area. Toilets should not open directly into any room where food is handled.
- 4.7 Hand Washing Sink in Production Area:
  - 4.7.1 At least one hand washing sink shall be available in the production area. A sign or poster showing the proper hand washing technique shall be posted at the hand washing sink. This sink shall be used exclusively for hand washing and no food shall be cleaned or prepared in this sink.
- 4.8 Maintenance and Cleaning Tools: (mops, brooms, vacuums and mop buckets)
  - 4.8.1 Shall be stored separate from foods and food – contact equipment storage.

## **5. MATERIALS AND EQUIPMENT:**

- 5.1 N/A

## **6. RESPONSIBILITIES:**

- 6.1 Dietary Service Staff






## **7. APPENDICES:**

- 7.1 N/A

## **8. REFERENCES:**

- 8.1 Medical Nutrition Therapy Book
- 8.2 Diet Manual 4<sup>th</sup> edition Oct 1994
- 8.3 Kingdom of Saudi Arabia, General Directorate of Health Affairs (AI – JOUF), Maternity & Children's Hospital [JF - MCH], 1434.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Abrar Abdullah Al Bahr	Dietician		January 06, 2025
Reviewed by:	Ms. Dalal Khalifah AlShammari	Head of Dietary Services		January 13, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 13, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 13, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		January 20, 2025