

Running a Luncheon Club Guidance Pack.

Tool kit for putting together a 'Running a Luncheon Club' Information Pack

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Chapter 1

Introduction – aims and objectives of the Initiative

Health Challenge Wales

1. The key themes of Health Challenge Wales have been selected because they are considered to be those issues that constitute a significant proportion of the ill health that could be avoided. Mental Health and Well being is one of these themes. This initiative addresses issues of isolation in the elderly, which, if unaddressed can lead to depression and to mental deterioration.
2. There are many possible causes of depression in the elderly, falling into a number of categories, being psychological, such as fear of death or frustration at memory loss, environmental factors such as bereavement or loneliness, physical factors such as illness, personality factors such as extreme pessimism or high dependency levels and medication issues, where the side effects of medication are unpleasant or debilitating. Most of these factors are not matters in the control of local authorities, however local authorities, and environmental health departments in particular, are able to intervene to address the some of the environmental factors which are acknowledged as causing depression and isolation.
3. A number of issues can be described as environmental factors including:
 - Loneliness and isolation due to lack of mobility
 - Retirement (whether the individual has chosen to stop working, been laid off, or been forced to stop because of chronic health problems or a disability),
 - Recent bereavement
 - Lack of a supportive social network
 - Decreased mobility due to illness or loss of driving licence
 - Being unmarried (especially if widowed)
 - Lack of structure to time – weekends being no different to week days, and having nothing to look forward to.
4. Depression also affects the quality of life for the elderly in a number of ways:
 - It substantially increases the likelihood of death from physical illnesses.
 - It can increase impairment from a medical disorder and impede its improvement, while psychological treatment frequently improves the treatment success rate for a variety of medical conditions.
 - Untreated it can interfere with a patient's ability to follow the necessary treatment regimen or to participate in a rehabilitation program.
 - Healthcare costs of elderly people with significant symptoms of depression are roughly 50% higher than those of non-depressed elderly.
 - Depressed elderly people are more likely to rate their health as fair or poor, to visit hospital, and have more doctor visits than non-depressed patients.
 - It tends to last longer in the elderly.

- Treatment of depression can result in more effective treatment and better outcome for the commonly co-occurring anxiety disorders.
 - Treatment of depression can help resolve a substance abuse disorder (including alcohol and prescription drugs) that is the result of self-medication for symptoms
5. Giving the elderly something to look forward to and to participate in can reduce the likelihood of them suffering from loneliness and depression and can improve their quality of life. This initiative addresses the issues of loneliness and isolation in the elderly at arms length, by empowering community groups and volunteers. This is done by the collation of and provision of an Information Pack containing information on the establishment and running of a Luncheon Club for the elderly. The club is run by the community groups or volunteers, following the guidance contained in the pack. As well as providing a meal for the participants the club provides social interaction with the playing of bingo and similar games, visits from peripatetic hairdressers, and the provision of entertainment. Joining the club gives the participants a social engagement on a once (or more regular) a week basis, increasing their circle of friends and giving structure to their week. It therefore addresses some of the mental health and well being issues that affect the elderly and addresses one of the key themes of Health Challenge Wales.

Putting together a 'Running a Luncheon Club' Information Pack

1. Initial considerations

Initial considerations for this project have to be addressed, including;

- What is the target group?
- Will the outcome have the desired outcome, i.e. raising awareness of the issue of the risk of sun exposure in the very young and way to prevent it with the target group
- How can the target group be reached?
- Who are the key partners in the initiative?
- How will the initiative be evaluated?
- Will the initiative deliver value for money?

2. Target Group

The target group for this initiative is not the elderly people who will ultimately attend the proposed Luncheon Club, although they will be the beneficiaries of the scheme. The target group are the community groups and volunteers that will run the luncheon clubs, as the information pack provides information for such groups as to the establishment and running of the clubs.

3. Achieving the desired outcome

The primary desired outcome of this initiative is the establishment of luncheon clubs for the elderly. The establishment of the clubs will bring about the benefits to and health gains in the elderly as discussed in Chapter 1, these are dependant desired outcomes, needing the establishment of the luncheon clubs for them to be achieved.

The luncheon club can be run in two ways. Volunteers can prepare, cook and serve food to the participants at the club where premises and facilities are such that this is possible. In the alternative the club can be based around the provision of a meal by the Meals on Wheels Service, providing only cups of tea and coffee, but providing the social interaction that is a desired outcome of the club.

Achieving the desired outcome is dependant on a number of factors:

- (i) there being a community group or group of volunteers willing to establish and run a luncheon club,
- (ii) there being a suitable premises for the luncheon club,
- (iii) funding, guidance and support from professional organisations being available to support the club,
- (iv) a Meals on Wheels service being available where required,
- (v) there being a critical mass of elderly people wishing to attend the luncheon club,
- (vi) transport being available to take the elderly people to the luncheon club, where required.

4. Reaching the Target Group

The existence of groups that fit the profile of the target group is likely to be known to the local authority. This will include church groups, the Salvation Army, residents groups on housing estates or in defined geographical areas, Communities First Groups and groups such as the WRVS, Round Table and Rotary Club.

In the pilot project the local authority wrote to all community houses and community centres in the borough advertising the initiative and inviting them to the launch event.

5. Who are the key partners in the initiative?

Key partners are the Food Standards Agency, the National Public Health Service, through its Community Dieticians and Environmental Health Practitioners working the Food Safety field, who will be able to provide food hygiene advice and training to volunteers preparing and cooking food. Where food is prepared and cooked by volunteers key partners may also include those providing the food ingredients, such as local food co-operatives or local food growers who may provide food at subsidised cost to the club.

Where those running the club are not cooking meals themselves the Meals on Wheels Service, whether provided by the local authority, the WRVS or by private organisations will be key partners.

6. How will the initiative be evaluated?

This initiative, based as it is on information provision is simple to evaluate. It is suggested that 2 evaluation measures are used:

- (1) How many information packs are handed out,
- (2) How many of the groups taking information packs set up a luncheon club.

The second evaluation point can be expanded by considering

- (1) How often the group meets,
- (2) How many elderly people attend at the group,
- (3) What the 'drop out' rate for the participants is,
- (4) Number of new participants attending over a fixed period

A further evaluation measure that can be considered is to count the number of clubs that started as a result of this initiative what are still operating after fixed periods, e.g. 12 months, 24 months, 60 months etc. Since, as discussed, having a day to plan their week around is one of the factors that contributes to reducing isolation and loneliness in the elderly the longevity of the club is an important factor, and its continuity will be important to the participants as a regular and stable part of their diary.

7. Will the initiative deliver value for money?

The costs of this initiative lie in the printing of the material to be provided in the information pack and in the officer time spent on the primary engagement with the community groups or volunteers wishing to establish a luncheon club. Draft materials are provided as the Appendices to this Tool Kit, and can be amended to suit the instant local authority needs.

The main costs, of setting up the luncheon club, providing facilities and equipment and providing food will lie with the community and volunteer groups, although the local authority may wish to provide some financial support the groups.

The luncheon clubs will provide the local authority and its partners with opportunities to promote health messages to the participants, who are traditionally a hard to reach group. These messages could include advice on benefits, the desirability of having winter flu jabs, healthy eating messages, prevention of carbon monoxide poisoning etc. Specialist practitioners can also be invited into talk to the group, wither as a group or as individuals – these specialists may include physiotherapists, opticians, dieticians and representatives of specialist groups such as the National Osteoporosis Society and similar. Inviting individual such as peripatetic hairdressers and manicurists can increase the self esteem of the participants improving their mental health and well being.

Although the health benefits cannot be calculated a number of acknowledged causes of poor mental health and well being in the elderly are addressed by this intervention, although, as noted, at arms length. Given that the costs of preparing and distributing the Information and Guidance Pack are small it is considered that this intervention does offer good value for money.

Putting together a 'Running a Luncheon Club' Information Pack

The Initiative

Community groups and volunteers are provided with an Information and Guidance pack and encouraged and supported in the establishment of Luncheon Clubs for the elderly.

Preliminary steps

1. It is suggested that this project should be started by the establishment of a multi disciplinary task group, which will be tasked with the preparation of the material to be included in the Information and Guidance Pack. This group may include Environmental Health Practitioners, health promotion specialists, Community Dieticians. This list is neither exclusive nor exhaustive, and other groups may be added if the luncheon club offers other activities, e.g. an 'extend' exercise class.
2. In deciding what material to include in the Information and Guidance pack the task group will have to consider the likely information needs of the community groups and volunteers. It is suggested that the groups will require advice on
 - Legislative requirements around food premises, including registration, food safety and hygiene advice
 - Health and safety advice, relating to the premises and practice to be sued, and to the need for a risk Assessment where appropriate,
 - The availability of food hygiene and health and safety training,
 - Nutrition advice and where necessary the availability of basic nutrition training,
 - The logistics of running a luncheon club, food quantities, food sourcing, recipes, timing etc
 - Sources of potential funding and/or support,
 - Information relating to the running of other elements to be offered at the club, e.g. exercise classes etc.
3. The pilot project, run by Caerphilly CBC and partner organisations put together a number of bespoke documents which address some of the information needs identified above. These appear as appendices as shown.

Appendix 1 - A Practical Guide to setting up a Luncheon Club in your Community. Booklet printable on A4 paper containing information on Healthy eating and its importance, luncheon club logistics, advice on menu planning, healthy eating cooking tips and recipes for healthy eating menus.

Appendix 2 – An A4 printable document, containing information relating to food safety, food hygiene and health and safety at work requirements, including details of available training course, a premises checklist and details of information and guidance provided by relevant agencies and where the same can be found.

The Information and Guidance pack put together by the pilot project team also included

- (a) Hassle Free Food - a guide to cheap, quick , healthy eatingⁱ
- (b) The National Food Guide The Balance of Good Health Leafletⁱⁱ

The Task group should include other bespoke leaflets relating to locally important issues which may be advanced or promoted through the group. The pilot project provide a leaflet on Keep Well This Winter key themes, shown as [Appendix 3](#). Similar leaflets can be produced to meet local needs.

When all of the material considered to be required for the Information and Guidance packs has been prepared it should be put into packs for dissemination.

Launching the Information and Guidance Pack

4. Having prepared the pack it must be disseminated to those groups identified as the target group for this initiative. This can be done by either sending the Guidance Pack to the groups under cover of a letter outlining the benefits of running a luncheon club, or by holding an event and inviting interested groups to attend. The purpose of the event would be to explain to the attendees the benefits of running a luncheon club, encourage them to do so and to answer any questions that they may have about establishing a club. It is suggested that face to face contact is more valuable in setting up this sort of initiative, since delegates may attend in numbers and go away enthused and since there is a chance to meet with people who have set up such clubs and to speak to them about the practicalities of doing so.

Evaluating the Information and Guidance Pack

5. In order to monitor the value of the Information and Guidance pack to the users it is helpful for the task group to include an evaluation sheet, to be completed by the user groups. This will inform later editions of the pack, removing material considered to be surplus to requirements and adding material considered to be valuable but missing for the first edition. The evaluation form included in the Information and Guidance pack produced in the pilot project is included as [Appendix 4](#).

ⁱ Produced by Health Promotion Division, Office of the Chief Medical Officer, Welsh Assembly Government, Cathays Park, Cardiff CF10 3NQ

ⁱⁱ Available from Local Health Promotion Units or the Food Standards Agency Wales.

Appendix 1

A Practical Guide to setting up a Luncheon Club in your Community

See file – [“14 b Luncheon Clubs Appendix 1 \(English\).doc”](#)

Starting up a luncheon club

Registering a food premises

Food premises must be registered with the environmental health service at your local authority at least 28 days before opening.

If food premises are used by several catering businesses (e.g. a village hall), the person who allows the premises to be used for this purpose is responsible for registering them.

Rules about premises

Food preparation areas

The layout and design of the premises should allow for effective cleaning. The amount and type of cleaning needed will be different for each area of the premises and the uses to which the areas are put. They must also be designed to keep out pests, such as flies and rats.

The layout, design, construction and size of the premises must avoid the accumulation of dirt in places inaccessible to cleaning. High-level surfaces should avoid finishes that may lead to the shedding of particles such as flaking paintwork, plaster or fibres. Similarly, any growth of mould within the fabric of a building is undesirable, as is the presence of condensation.

Adequate space must be provided to allow high-risk foods to be stored, handled and prepared at the same time and/ or in the same area.

Equipment

Adequate facilities must be provided for the cleaning and disinfection of equipment and work tools.

These facilities must be constructed of materials resistant to corrosion and must be easy to clean and have adequate supply of hot and cold water.

Facilities for washing food

You must have a separate sink for washing food (not the same one used for equipment and utensils) if unwrapped food is handled. There must be an adequate supply of hot and/or cold water of drinking quality.

Hand washing facilities and toilets

Your premises must have separate washbasins for volunteers to wash their hands and another for washing food and cleaning equipment. Basins for washing hands must have hot and cold running water. Soap and materials for drying hands hygienically, such as disposable towels must be provided.

The toilets must not lead directly into food areas.

Other requirements

Your premises must also have adequate ventilation, lighting, drainage and suitable arrangements for waste disposal.

For details of where to find this information, see the list at the back of this leaflet.

Food hygiene

Good food hygiene is essential to make sure that the food you serve is safe to eat.

The premises and all equipment and surfaces that come into contact with food must be kept clean and, where necessary, disinfected. Using a cleaning schedule is a good way to ensure appropriate cleaning.

Thorough cooking kills harmful bacteria in food. So it is extremely important to make sure that food is cooked properly. Undercooked food could cause food poisoning.

Chilling food properly stops bacteria from growing and multiplying. Some foods need to be kept chilled to keep them safe, for example food with a 'use by' date, food that you have cooked and will not serve immediately, or other ready-to-eat food such as prepared salads. It is very important not to leave these types of food standing around at room temperature. Cold food must be

kept at 8⁰C or below, under the Food Safety (temperature controls) Regulations 1995.

Cross-contamination is one of the major causes of food poisoning. Cross-contamination is when bacteria spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or dips onto) ready-to-eat food, equipment or surfaces.

It is very easy for cross-contamination to happen. These are some of the most common causes:

- ✚ Storing raw and ready to eat food together
- ✚ Not washing hands after touching raw food
- ✚ Using the same chopping board or knife for raw and ready-to-eat food.

Food safety management

Everyone who runs a food business needs to manage food safety properly, to make sure that the food they serve or sell is safe to eat. Effective food safety management involves:

- ✚ Thinking about your food preparation arrangements
- ✚ Working out what could go wrong
- ✚ Putting procedures in place to stop things going wrong
- ✚ Making regular checks to make sure the procedures are working and are being followed

It is a good idea to keep records of the main safety checks. For example you could make a note when you check the following:

- ✚ Cooking times and temperatures
- ✚ Dates on food
- ✚ Cleaning schedules
- ✚ Fridge temperatures
- ✚ Pest controls

Personal hygiene and illness

To keep food safe, it is essential to have high standards of personal hygiene. It is particularly important to wash and dry hands regularly.

If anybody involved in preparing food has symptoms of food poisoning, such as diarrhoea, vomiting or stomach pains, they must not handle food and must leave food preparation areas straight away. In addition a food handler must be symptom free for 48 hours before resuming food handling duties.

Health and safety

You must work in a way that protects the health and safety of your employees and your service users. If you have five or more volunteers, you must have a written health and safety policy, which describes your health and safety arrangements.

For more information see the Small Business Service publication, "Small firms: Health and Safety, to order, email publications@dti.gov.uk, visit www.dti.gov.uk/publications, or call 0870 150 2500. Information regarding Health and Safety could also be provided by your local council, call 01495 235061 or visit www.Caerhilly.gov.uk for more information.

Fire safety

You must carry out a fire risk assessment at your premises and take fire safety precautions to help protect you, your volunteers and service users. The type of precautions you must have will depend on a number of things, such as the size of your premises. For advice, contact your local fire authority.

For more information, see Fire Safety: An employer's guide. You can view this publication online at www.odpm.gov.uk or order it from HSE books at www.hsebooks.co.uk or on 01787 881165. Or contact your local headquarters on 01443 232000

Volunteers

You must make sure that any volunteers who handles food has adequate supervision, instruction and/or training in food hygiene for the work they do.

Food hygiene courses are available at:

Newbridge college

Tell: 01495 248100

Blackwood college

Tell: 01495 227113

For information about training, visit the Food Standards Agency's "Safer food, better business" website www.food.gov.uk/cleanupi

Further information

Managers can obtain police checks on prospective membership of **BAND** (Bristol Association of Neighbourhood Daycare)

81 St Nichole Road

St Paul's

Bristol

BS2 9JJ

Tell: (0117) 954 2128

For information on first aid courses contact your local St John Ambulance or your local community leisure centre.

Checklist

HAVE YOU REGISTERED YOUR PREMISES?

Does the layout and design of the premises allow for effective cleaning?

Are there adequate facilities for the cleaning and disinfection of equipment?

Are there adequate facilities for personal hygiene?

Does the premises have adequate

Ventilation?

Lighting?

Drainage?

Suitable arrangements for waste disposal?

Do you and your volunteers understand the principles of good food hygiene?

Have you and your volunteers had Food Hygiene Training?

Have you considered what food safety problems there could be at each stage of your business?







Have you put the necessary food safety procedures in place and are you making regular checks to make sure they are working?

Have you considered health and safety and fire safety arrangements?

List of available information

**For advice on food safety legislation and how it applies to your service,
contact your local Environmental Health Officers
Tel: [01495 235061](tel:01495235061)**

**The Food Standards Agency publish a number of guides for use in the
food industry, these include:**

-  **Guide to food hygiene**
-  **Food handlers: fitness to work**
-  **Food law inspections and your business**
-  **Food safety regulations**
-  Eggs: what caterers need to know
-  Dine out, eat well

**To order any of these publications contact Food Standards Agency
Publications**

Tel: 0845 606 0667

e-mail: foodstandards@eclogistics.co.uk

**For further information about food hygiene and other food-related issues
visits the Food Standards Website: www.food.gov.uk**

The Department of Health also produces a leaflet – Assured safe catering, a management system for Hazard Analysis. For a copy please contact your local Environmental health office on [01495 235061](tel:01495235061)






Information on Health and Safety can be ordered from

www.hsebooks.co.uk

Tel: [01787 881165](tel:01787881165)

Or access publications online at www.hse.gov.uk

Publications include

-  Health and safety executive: working with employers
-  Fire safety: an employer's guide
-  Managing health and safety pays in the catering industry
-  Planning for health and safety when selecting and using catering equipment and workplaces
-  The main health and safety law applicable to catering

Appendix 3

Keep Well this Winter – Key Themes leaflet

See file – “[14 c Luncheon Clubs Appendix 3 \(English\).pdf](#)”

Evaluation Sheet for Users of the Pack

Please spend a few moments completing this evaluation sheet.

This will help us find out what your views are about the contents of the pack and whether it needs to be modified.

Please rate the following:

1. How relevant is the information in the pack?

Not relevant 1 2 3 4 5 very relevant

2. How useful did you find the information in the pack?

Not useful 1 2 3 4 5 very useful

3. How informative is the pack?

Not informative 1 2 3 4 5 very informative

4. Have you learned something new from the pack?

Please circle Yes No

If so, what have you learned?

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.....
.....

5. What other information would you like to see included in the pack?

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