24-001365

Evaluation of Healthier Vending Guidance in Health and Social Care settings

Vending machine audit checklist prepared for the Food Standards Agency

Ipsos

Vending machine audit checklist document

Project details

Project Name: 24-001365 Food Standards Agency Evaluation of Healthier Vending Guidance in Health and Social Care settings
Fieldwork: March 2024
Region: Northern Ireland
Length: Approx 20 mins

Overview of project

This research project is commissioned by the Food Standards Agency and its partners, including Safefood, the Public Health Agency, and the Department of Health. The objective is to evaluate the implementation of and adherence to the nutritional guidance for vending machines across the Health and Social Care (HSC) trusts in Northern Ireland. Findings from this evaluation will not only inform the next revision of the standards in 2025, but also, contribute to the development of nutritional standards and vending guidance for local government. As field interviewers, your role conducting the audits of vending machines is important so we can collect the data needed to determine the level of compliance with the new HSC vending guidance.

Field interviewer role

As a field interviewer your role will be to:

- Visit designated hospital settings and conduct audits of the contents of selected vending machines;
    - Selected vending machines and their locations are provided in your project pack, please refer to this so you audit the correct vending machines that have been agreed with the Food Standards Agency;
- Use your tablets and the iField app, you will follow the script and answer questions about the vending machine;
- Take a number of photographs of the vending machine and its contents, once you have responded to the questions. We require a number of images of each vending machine, including an image of the full machine, followed by a number of close ups of the contents;
- Each vending machine audit will be treated as an individual interview on the iField app, so you will be required to open a new case for each vending machine you visit.

COLOUR CODING:
SCRIPTING INSTRUCTIONS

SCREENER

ASK ALL
SINGLE CODE
Q1   In which hospital are you conducting this audit?

Northern Trust		CONTINUE
Antrim Area Hospital	1	
Causeway Hospital	2	
Mid Ulster Hospital	3	
Whiteabbey Hospital	4	
Belfast Trust		
Royal Victoria Hospital	5	
Belfast City Hospital	6	
Mater Hospital	7	
Musgrave Park Hospital	8	
South Eastern Trust		
Ulster Hospital	9	
Downe Hospital	10	
Lagan Valley Hospital	11	
Southern Trust		
Towerhill	12	
Lurgan Hospital	13	
Daisy Hill Hospital	14	
South Tyrone Hospital	15	
Craigavon Area Hospital	16	
Western Trust		
Altnagelvin Hospital	17	
Omagh Hospital and Primary Care Complex	18	
South West Acute Hospital	19	

ASK ALL
OPEN TEXT BOX

Q2   Where is the vending machine located within the hospital?
INTERVIEWER INSTRUCTION: Ensure location of the vending machine is entered exactly as it appears in your list of vending locations. You will have a list of vending machine locations for each hospital in your project pack.

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| |

ASK ALL
SINGLE CODE
Q3   Please select the type of vending machine that you are currently auditing.

Food	1
Drinks	2
Food and Drink	3

ASK ALL
SINGLE CODE
Q4   Please look at this image. Is this branding, or a variation of it, visible on the vending machine?

1	Yes
2	No

ASK ALL
SINGLE CODE
Q5   Is there a free water station visible from the machine?
(a free water station refers to anything that provides free access to drinking water i.e. tap, water fountain, water dispenser etc.)
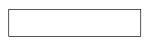
1	Yes
2	No

ASK IF Q3 = 2 OR 3
SINGLE CODE
Q6   Are all fruit juices and vegetables juices in single-serve packs (150ml to 200ml)?

1	Yes
2	No

ASK IF Q3 = 2 OR 3
ONLY ALLOW NUMERIC RESPONSE

Q7   How many drinks are still or sparkling unflavoured water?

INTERVIEWER INSTRUCTION: Please count the number of slots taken by still or sparkling unflavoured water rather than the actual amount of water in the slots. Exclude flavoured water.

ASK IF Q3 = 2 OR 3
ONLY ALLOW NUMERIC RESPONSE

Q8   How many drinks are not still or sparkling unflavoured water?

INTERVIEWER INSTRUCTION: Please count the number of slots taken by the drinks in the vending machine which are **NOT still and sparkling unflavoured water**.

SHOW SCREEN

YOU MUST READ ALL OF THE BELOW

Now that you have recorded information on the vending machine, we need you to take clear photographs of the vending machine contents, using the function inbuilt into the iField app. This will allow the research team to analyse the contents of the vending machine and facilitate an analysis on the nutritional contents of items within it.

It is crucial that the images are:
- **Clear** – The **contents of the vending machine must be visible in the image**, and we need to be able to see the contents, brands and the size of packets/bottles/cans.
- **Anonymous** - People in the vicinity of the vending machines **cannot be photographed**. This includes yourself, members of the general public, staff and patients.
  - We appreciate that vending machines may produce glare and reflections in the glass when a photograph is taken, we ask you to be mindful of this and avoid any photographs that identify individuals.
- **Accurate –** Photographs must accurately reflect the contents of the vending machine you are auditing.

It is essential that you take a number of images to ensure that all contents are clearly photographed. For each vending machine audit, you must take:
- A photograph of the entire vending machine
- Close up photos of the vending machine contents, with two rows per photo (i.e., if the vending machine has ten rows, you must take five clear photos with two rows per photo, to ensure all contents is captured in close up photos).

The above is the minimum amount of photos you need to capture, however you can make a judgement on the amount of photographs you will need to ensure all vending machine contents are captured clearly and accurately, if you feel you need to take more photos, then take more. It is crucial that all photographs are clear and useable, if photos are not clear, then we will ask you to go back to the hospital to capture the images again, in your own time.

You should photograph the entire vending machine even when the products themselves are not on display. This will provide a full view of the vending machine being audited. Additionally, you should capture any noticeable details or features of the vending machine that include the products available. However, we understand that the details from such vending machines will be limited.

ASK ALL
Q10   Please take photographs of the vending machine contents, bearing in mind that photographs must be clear, anonymous and accurate.

PHOTOGRAPH FUNCTIONALITY HERE

Our standards and accreditations

Ipsos' standards and accreditations provide our clients with the peace of mind that they can always depend on us to deliver reliable, sustainable findings. Our focus on quality and continuous improvement means we have embedded a "right first time" approach throughout our organisation.

ISO 20252

This is the international market research specific standard that supersedes BS 7911/MRQSA and incorporates IQCS (Interviewer Quality Control Scheme). It covers the five stages of a Market Research project. Ipsos was the first company in the world to gain this accreditation.

Market Research Society (MRS) Company Partnership

By being an MRS Company Partner, Ipsos endorses and supports the core MRS brand values of professionalism, research excellence and business effectiveness, and commits to comply with the MRS Code of Conduct throughout the organisation. We were the first company to sign up to the requirements and self-regulation of the MRS Code. More than 350 companies have followed our lead.

ISO 9001

This is the international general company standard with a focus on continual improvement through quality management systems. In 1994, we became one of the early adopters of the ISO 9001 business standard.

ISO 27001

This is the international standard for information security, designed to ensure the selection of adequate and proportionate security controls. Ipsos was the first research company in the UK to be awarded this in August 2008.

The UK General Data Protection Regulation (GDPR) and the UK Data Protection Act (DPA) 2018

Ipsos is required to comply with the UK GDPR and the UK DPA. It covers the processing of personal data and the protection of privacy.

HMG Cyber Essentials

This is a government-backed scheme and a key deliverable of the UK's National Cyber Security Programme. Ipsos was assessment-validated for Cyber Essentials certification in 2016. Cyber Essentials defines a set of controls which, when properly implemented, provide organisations with basic protection from the most prevalent forms of threat coming from the internet.

Fair Data

Ipsos is signed up as a "Fair Data" company, agreeing to adhere to 10 core principles. The principles support and complement other standards such as ISOs, and the requirements of Data Protection legislation.

For more information

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