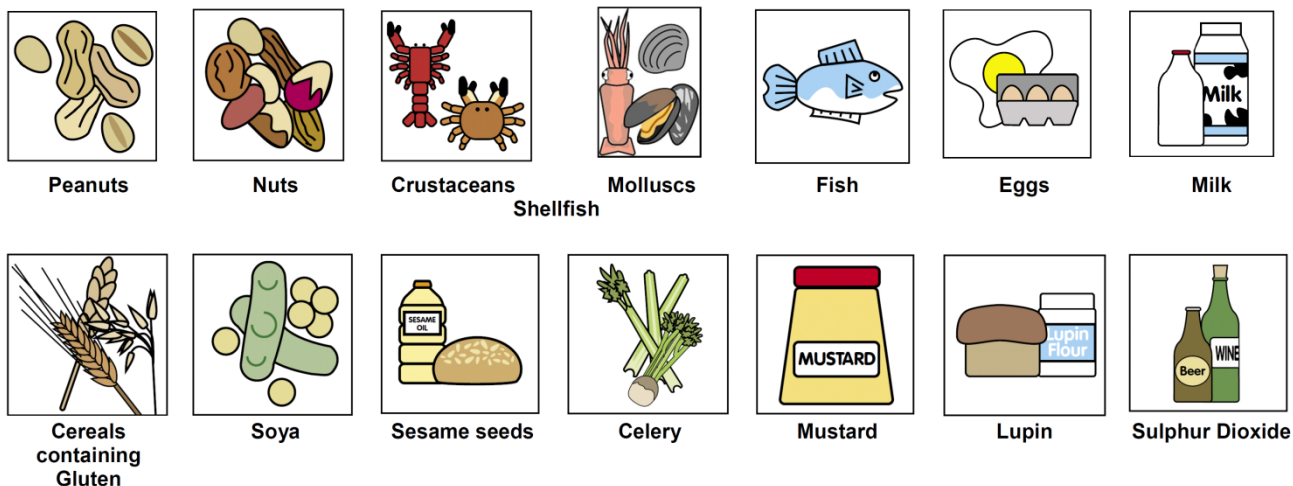


Food Allergen Risk Assessment For Caterers

People with food allergies have to take great care when eating out to avoid certain foods that could cause them harm. As a business you have a legal obligation to ensure that any food you produce or prepare is safe. Whilst there is currently no legal requirement to label allergenic foods sold unpackaged, you should be able to provide information on allergenic ingredients when asked.

Main Food Allergens:



The risk assessment has been divided into three sections covering Overall Management & Training, Kitchen Procedures and Front of House. This will allow you to assess whether the controls you currently have in place are effective and if any improvements can be made to ensure that the food you serve is safe.

If you are not certain that you can provide food that is suitable for someone with a food allergy then you should tell them so, they can then decide whether or not to eat the foods you provide.

More comprehensive guidance can be found on the Food Standards Agency at <http://www.food.gov.uk/foodindustry/guidancenotes/labelregsguidance/nonprepacked>

Overall Management & Training

<u>Question</u>	<u>Notes</u>
<p>1. Do you have a written policy on food allergies and intolerances?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Are your emergency procedures up to date and rehearsed?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(Please see guidance at end)</p>	<p>You should consider the following:</p> <ol style="list-style-type: none"> Read the Food Standards Agency Guidance (see the link above) Identify the allergen risks Decide who is to have overall management responsibility for allergens and food safety. Ensure training is given to all staff (both permanent and temporary) and that there is always a trained member of staff on duty during opening hours Plan how to minimise the risks Display notices to remind staff of the risks. Plan how to communicate the risk between members of staff, and to customers.

<p>Training</p> <p>3. Have all kitchen staff received food allergen awareness training?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have front of house staff received food allergen awareness training?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>It is good practice to ensure all training given to staff is recorded and kept on file and that refresher training is given on a regular basis.</p>	<p>Training should include the following:</p> <p>a) Staff should be warned of the effect of providing the wrong information or serving food containing an ingredient that a customer is allergic to.</p> <p>b) Kitchen procedures to prevent cross-contamination during storage, and preparation of food.</p> <p>c) Identifying customers with food allergies when they book a table, or when staff take orders (e.g. menu reminders).</p> <p>d) Consider providing a checklist or guidance that staff can refer to whilst taking orders that highlights which dishes contain what type of allergenic ingredient.</p> <p>e) A system for waiters to alert kitchen staff that the food they are to prepare is for somebody who is allergic to certain ingredients.</p> <p>f) Dealing responsibly with a customer complaint over concerns that their food may be contaminated with an allergenic ingredient. Staff should not just remove the 'offending' allergen from a prepared dish and send it back on the same plate, because traces of the allergen will remain which could cause a reaction.</p>
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Kitchen Procedures

<p>Allergenic Ingredient Identification</p> <p>5. Which food allergens do you handle?</p> <p>✓ (or see diagram on page 1)</p> <p><input type="checkbox"/> Cereals containing gluten: wheat, rye, barley, oats, spelt, kamut and their hybridised strains.</p> <p><input type="checkbox"/> Crustaceans & Molluscs (Shellfish)</p> <p><input type="checkbox"/> Eggs</p> <p><input type="checkbox"/> Fish</p> <p><input type="checkbox"/> Peanuts</p> <p><input type="checkbox"/> Soybeans</p> <p><input type="checkbox"/> Milk</p> <p><input type="checkbox"/> Nuts including almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios, macadamias, and Queensland nuts</p> <p><input type="checkbox"/> Celery</p> <p><input type="checkbox"/> Mustard</p> <p><input type="checkbox"/> Sesame seeds</p> <p><input type="checkbox"/> Sulphur dioxide and sulphites often expressed as SO₂, used as a preservative and often found in wine and dried fruit.</p> <p><input type="checkbox"/> Lupin</p>	<p>Prepare a list and how you will control their use, and prevent cross-contamination.</p>
<p>6. Have you checked for allergens in ingredients you use? Including checking the labels of prepared food, sauces, and seasoning mixes?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>You need to take steps to ensure this is carried out so you can comply with legislation to supply safe food.</p>

<p>7. Does your supplier provide you with adequate labelling information?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Do you check to see if any substituted items that have been deliveries contain allergenic ingredients?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>You should consider the following:</p> <p>a) Contact your supplier for the information, and make sure they understand why you need the information.</p> <p>b) Ensure they provide you with clear information and that they update you should the ingredients or their processing change.</p> <p>c) Think about how you can make staff remember to check for allergenic ingredients in new or replacement ingredients, for example a delivery checklist.</p> <p>d) All food should be labelled in English, if it is not you should ask that your supplier provides ingredients details in English. You can then show customers what the food contains if needed.</p>
<p>9. Do you record any of the above checks?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>You should consider how you would be able to demonstrate what steps you have taken to prepare safe food. For example,</p> <p>a) Written records</p> <p>b) How frequently are records made?</p> <p>c) Who checks information is being recorded correctly?</p>
<p>STORAGE</p> <p>10. Do you have a storage system to prevent cross-contamination of ingredients with allergenic ingredients like milk powder, soya and nuts?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. If you transfer ingredients from packaging into storage containers or fridges/freezers, do you have a procedure for retaining product information such as date codes, batch codes, allergen information?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>You should consider the following:</p> <p>a) A colour code for allergenic ingredients.</p> <p>b) A spillage plan to clean up allergenic ingredients.</p>
<p>PREPARATION</p> <p>12. Do you follow any procedures when preparing food for a customer with a food allergy?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>13. If yes, have you considered all aspects listed in the right hand column?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>You should consider the following:</p> <p>a) Check ingredient labelling for allergenic ingredients.</p> <p>b) Consider dish preparation, separate equipment & utensils, storage, cooking/reheating, separate preparation area.</p> <p>c) Thorough cleaning before and afterwards.</p> <p>d) Adequate hand-washing.</p> <p>e) Don't re-use cooking oil, if there is a possibility that nut proteins/fish proteins/gluten will still be present.</p> <p>f) Serving Procedures; for example, garnishes, topping a dessert with almonds, preventing cross-contamination when food is served in a buffet style</p>

Front of House

14. Do you inform customers about dishes that contain particular allergens, and ensure that information is available and clearly displayed?

Yes No

Look out for these FSA chef cards



Customers may show you them

<http://www.food.gov.uk/multimedia/pdfs/chefcard.pdf>

You should consider the following:

- a) Ask your customers if they suffer from any food allergies, and identify any dishes that they will not be able to eat. (Particularly for advance or group bookings)
- b) Highlight on menu by including the allergenic ingredient in the name of the food description if not obvious.
- c) What about garnishes of nuts/breadcrumbs / croutons / sesame seeds etc: Are they stated on the menu?
- d) Providing allergenic information on notices detailing the name of food at self-service counters, salad bars. Ensuring foods containing no allergenic ingredients are sufficiently separated from food containing allergenic ingredient, and in a way to prevent any falling food contaminating it. Do you provide enough utensils to prevent cross contamination?
- e) Guide/Symbols to indicate which dishes contain certain allergenic ingredients
- f) Notices/details in menus (see suggested wording below)
- g) Is any information available on your website?

It is suggested you display this poster in staff areas:

Copies are available from Derbyshire County Council Trading Standards Service. An A3 poster is available to download online at

www.derbyshire.gov.uk/images/FoodAllergiesA3_tcm9-149495.pdf

After completing the risk assessment and you feel that your business needs more advice please contact

Derbyshire County Council Trading Standards Service
08 456 058 058 and see

<http://www.food.gov.uk/safereating/allergyintol/guide/>



Information for Customers with Food Allergies

Benefits of using the signs like the ones opposite:

- Use the words 'Food Allergies' - so only customers who do have an allergy need read it.
- Invite the customer to share their problem – “we’ll help if we can, and if we can’t, we’ll say so”.
- It says to your customers
 - “We have a system in place - please ask and we’ll listen to you too”.
 - “We are quite entitled to use these things in our products and only use them when appropriate, but also recognise that for some people they are very dangerous. So we will take care”
- Just having the notices raises awareness amongst the general public, and particularly acts as a reminder to all staff - including new or temporary.
- It can be very useful to change these notices regularly. Using different colours and images helps to keep staff and customers alert to the problem.

