

SAFE METHOD:



# MANAGING FOOD ALLERGEN INFORMATION

How you handle allergens is important for food safety.

The introduction of allergen rules in December 2014, means it is a legal requirement for food businesses to provide information about the allergenic ingredients used in the food and drink they serve. You need to be able to supply information for each item on your menu that contains, as an ingredient, any of the 14 main allergens. (See Allergies Safe method in Cross-contamination Safe method)

WHAT TO DO	WHY?
<p><b>Customer information</b></p> <p>Allergen information should be provided. You can do this</p> <ul style="list-style-type: none"> <li>• in writing and up front, e.g. on a menu or chalkboard</li> <li>• by asking a member of staff.</li> </ul> <p>Staff should know where allergen information can be found or be able to handle allergen information requests.</p> <p>If the information is provided by staff, it must be accurate, consistent and up-to-date, e.g. using recipe sheets or a record of food labels.</p>	<p>Customers with allergies need to know this information so they can make safe food choices to avoid an allergic reaction.</p> <p>There should be a way to check that the information provided is correct and complete.</p>
<p>There should be clear signposting letting customers know where to obtain allergen information if they need it. It's a good idea to have a sign in your business to tell customers to ask for allergen information if they need it.</p>	<p>Customers should let you know if they need allergen information so you can help them make safe food choices.</p> <div data-bbox="1182 1088 1453 1312" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>FOOD ALLERGIES and INTOLERANCES</b></p> <p style="text-align: center;">Please speak to our staff about the ingredients in your meal, when making your order.</p> <p style="text-align: center;">Thank you.</p> </div>
<p>If your menu changes, make sure you change the list of ingredients with allergens for that food or drink.</p>	<p>If you do not have the correct ingredients listed, customers could get the wrong information and become ill from eating the food.</p> <div data-bbox="1182 1335 1453 1559" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Ingredients</b></p> <p>Water, Carrots, Onions, Red Lentils (4.5%)</p> <p>Potatoes, Cauliflower, Leeks, Peas, Cornflour, <b>Wheat</b>flour, Salt, <b>Cream</b>, Yeast Extract, Concentrated Tomato Pasta, Garlic, Sugar, <b>Celery</b> Seed, Vegetable Oil (Sunflower), Herbs and Spice, White Pepper, Parsley.</p> </div>
<p><b>Labelling and storage</b></p> <p>Ingredient containers need to be labelled clearly so you know what allergens are in them. Careful storage will help you do this. Check pre-packed food labels so you know what allergens are in them.</p>	<p>If food is not labelled clearly, you could use ingredients that might be harmful to a customer who has an allergy to them.</p>
<p><b>Deliveries</b></p> <p>Check deliveries to make sure you have the correct order and labelling information is provided.</p>	<p>If you receive the wrong order or a different product, there may be different allergens in the food.</p>

**THINK TWICE!**

You need to know what allergens are in the food you prepare and have accurate information to give customers, if they ask. All staff should know how to handle requests for allergen information. Allergies can be life threatening.



There are some helpful tools and templates to help you record allergenic ingredients in your dishes. You can find this and other tools at: [food.gov.uk/allergen-resources](http://food.gov.uk/allergen-resources)

### Think Allergy

When someone asks you if a food contains a particular ingredient – always check. From 13 December 2014, food businesses will need to provide information about allergenic ingredients in the food they serve.

**Which ingredients can cause a problem?**

For more information and advice about allergy, visit: [food.gov.uk/allergy](http://food.gov.uk/allergy)  
A booklet Allergen information for loose foods is also available to download.

You can use this Think Allergy poster to help with staff training. This poster is also available in Simplified Chinese, Punjabi, Bengali and Urdu.

### DISHES AND THEIR ALLERGEN CONTENT

(Note – Please state the name of the cereal(s) containing gluten\*\* in that column AND/OR the name of the nut(s)\* in that column)

DISHES	Celery	Cereals containing gluten**	Crustaceans	Egg	Fish	Lupin	Milk	Molluscs	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur dioxide
Tuna salad (example)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>					

Review date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

You can find this template and others, including more information at [www.food.gov.uk/allergen-resources](http://www.food.gov.uk/allergen-resources)

Use this allergen recipe chart to help you keep a record of the allergens in the food you prepare. Staff can also use this to give information to customers.

### ALLERGENS: CHEF RECIPE CARDS

Dish/ingredient: \_\_\_\_\_ Date: \_\_\_\_\_ Chef: \_\_\_\_\_

Please state the name of the cereal(s) containing gluten\*\* AND/OR the name of the nut(s)\*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes: \_\_\_\_\_

Reviewed and checked by: \_\_\_\_\_

You can find this template and others, including more information at [www.food.gov.uk/allergen-resources](http://www.food.gov.uk/allergen-resources)

### ALLERGENS: CHEF RECIPE CARDS

Dish/ingredient: \_\_\_\_\_ Date: \_\_\_\_\_ Chef: \_\_\_\_\_

Please state the name of the cereal(s) containing gluten\*\* AND/OR the name of the nut(s)\*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes: \_\_\_\_\_

Reviewed and checked by: \_\_\_\_\_

You can find this template and others, including more information at [www.food.gov.uk/allergen-resources](http://www.food.gov.uk/allergen-resources)

These individual allergen menu records can be used for one-off dishes, for example when you have 'specials' or when ingredients run out or are changed.